

United States Bankruptcy Court Northern District of West Virginia

Case Management

CM / ECF

Electronic Case Files

TRUSTEE TRAINING MANUAL

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**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF WEST VIRGINIA
Electronic Case Filing - TRUSTEE Manual**

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Hardware and Software Requirements For Electronic Filing in CM/ECF

Attorneys will need the following hardware and software to electronically file, view, and retrieve documents in the electronic filing system.

- A personal computer running a standard platform such as Windows, Windows 95, Windows 98, Windows XP , Windows NT Workstation 4.x, Microsoft Windows 2000 Professional or Macintosh.
- 256-MB of RAM
- Internet service and a compatible browser (Netscape Navigator 4.6 or 4.7 and IE 5.5 were the only browsers tested on CM/ECF. The CM/ECF technical staff is currently testing Netscape version 7.02 and Internet Explorer version 6.0 to certify its compatibility with the Bankruptcy and District CM/ECF systems. However, there are users currently accessing the system using Netscape version 7.02 and Internet Explorer version 6.0 with positive results. In either case, the browser must be JavaScript-enabled with cookies enabled.). (CM/ECF does not work with AOL.)
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. Both Acrobat Writer Version 3.X and 4.X meet the CM/ECF filing requirements. The CM/ECF technical staff is currently testing Version 5 to certify its compatibility with the CM/ECF system. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word.
- A scanner to transmit documents that are not in your word processing system.

Accessing CM/ECF

The CM/ECF system is a web based software program. At this time Netscape Navigator 4.7 (or earlier versions) and Internet Explorer 5.5 (web browsers) have been tested and recommended for use with this program. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

STEP 1 To access the court web site, open Netscape Navigator or Internet Explorer and enter one of the following URL's:

For our Live Database: (<http://ecf.wvnb.uscourts.gov>) and

For our Training Database:(<http://ecf-train.wvnb.uscourts.gov>)

in the browser's Location field. **(See Figure 1.)** Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

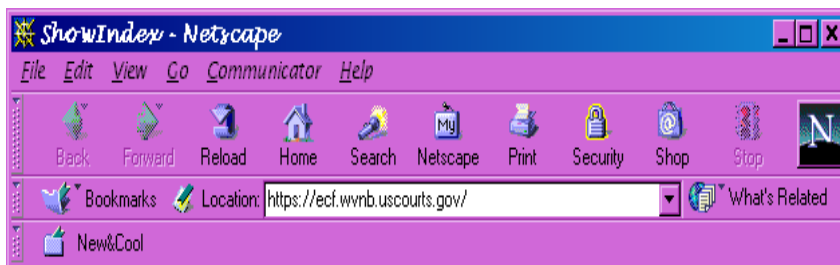


Figure 1

NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar, **(See Figure1.)**

The Back button



on your Netscape navigation bar

can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button



will allow you added flexibility in case processing.

- STEP 2** The **CM/ECF CERTIFICATE NAME CHECK** screen may display next. You may see a series of security screens similar to this.



Figure 2

- ◆ Click **[Continue]** and read the security information until the **[Finish]** button appears.

- STEP 3** The Court **Welcome Screen** is shown in **figure 3**. Click on the hyperlink: "Northern District of West Virginia - Document Filing System" to enter the system.

STEP 4 Logins and Passwords

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below. (See Figure 4)

ECF/PACER Login**Notice**

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

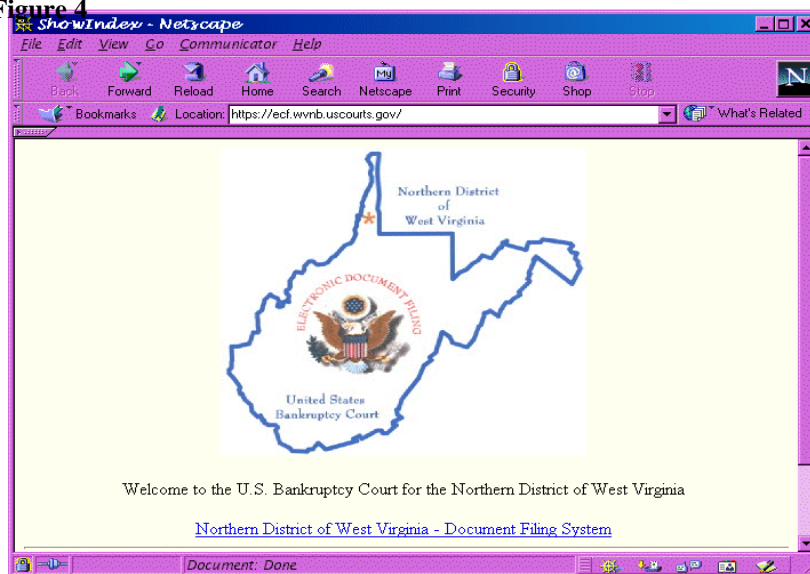
Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1993 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/> <input type="button" value="Clear"/>	

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Figure 4**Figure 3**

Participants will initially enter their CM/ECF login and password

which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

The registered user's login and password is the electronic equivalent of their signature.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%).

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made entering login and password information before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu.

PACER information and registration is available at <http://pacer.psc.uscourts.gov/>

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

The PACER site also offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login or password or charge is required for this feature. The lessons can be done at your PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive.

Access to this resource is available at <http://www.pacer.psc.uscourts.gov/ecfcbt/>.

STEP 5 The **CM/ECF MAIN MENU** screen is pictured in **Figure 5**.

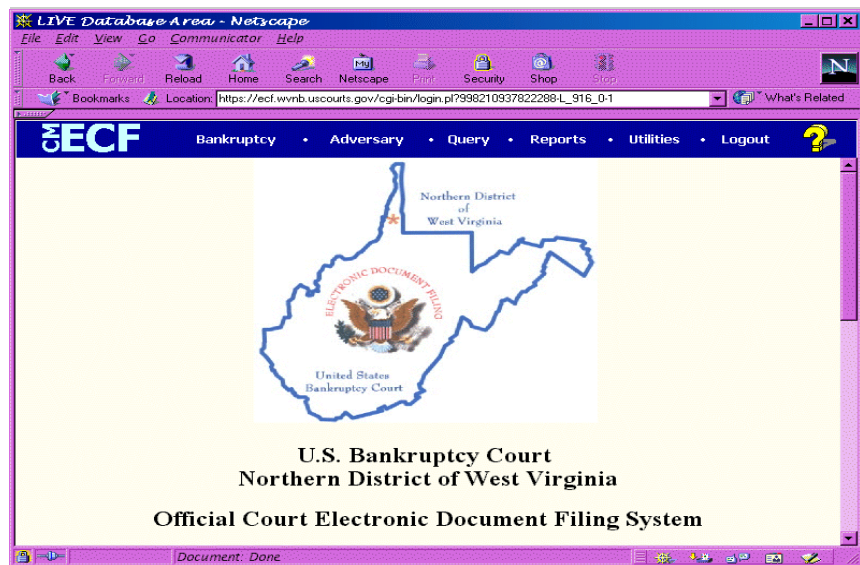


Figure 5

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

CM/ECF Maintain User Accounts

All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys, trustees, and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted.

Non-court users can access their own account information through the Maintain Your ECF Account menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

This module explains how trustees can update:

- ◆ user name, address and other party data
- ◆ E-mail information
- ◆ electronic noticing preferences
- ◆ user login and passwords.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select Maintain Your ECF Account, which is found under the **Your Account** sub-menu. (See Figure 1.)

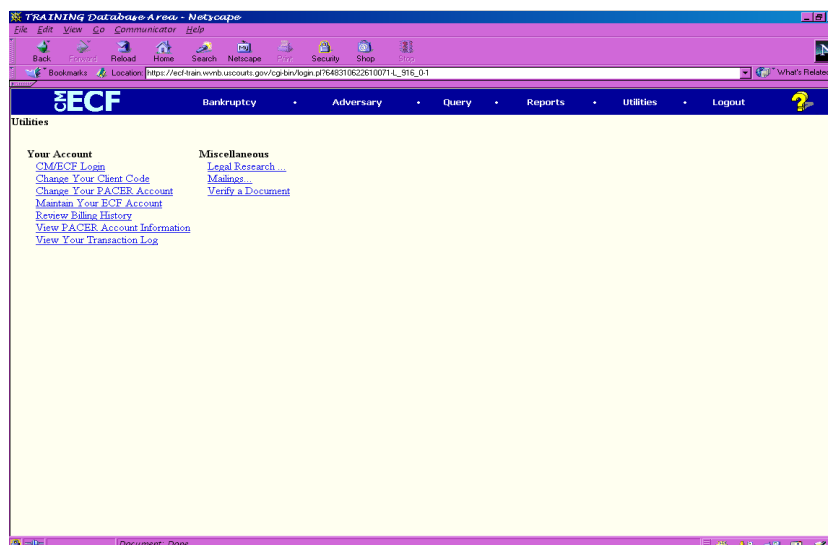


Figure 1

STEP 2

Your user account screen will appear displaying your current account information. (See Figure 2.)

Figure 2

- ◆ Update your personal information on this screen. When it is correct, click **[Submit]** to save the changes. If the **[Submit]** button is not used, the record will not be modified.

- ◆ The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

STEP 3 The E-MAIL INFORMATION screen presents options for control of your electronic notification on each court's CM/ECF system. (See Figure 3.)

E-mail information for D.L. Wilson

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Figure 3

You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. "All activity" includes notification of claims as well as other entries to a case.

Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-MAIL INFORMATION screen is explained below:

- ◆ **Primary E-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate E-mail account for CM/ECF activity from your routine E-mail correspondence.
- ◆ **Send the notices specified below...**
 - ☐ to my primary E-mail address

To activate CM/ECF notification you must first check the box next to your E-mail address.

- ☐ **to these additional addresses**
You may have notices sent to other E-mail addresses besides your primary E-mail address. (Paralegals or chambers staff may want to share this notification activity.) When entering multiple E-mail addresses, separate each address with a semi-colon.
- ☐ **Send notices in cases in which I am involved**
Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant. Chapter 7 panel trustees and offices of the U.S. Trustee may find this advantageous for new filings as well as routine case activity.
- ☐ **Send notices to these additional cases**
You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. Court and chambers staff can monitor cases through this process also. It is possible to select both options.

NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

- ◆ **Send a notice for each filing.**
Checking this box means you will receive E-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the E-mail will describe the type of filing and the case number.
- ◆ **Send a Daily Summary Report**
A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list. (See Figure 3a.)

Bruce Williams 11/26/2001 8511 Summary of ECF Activity			
99-11228-lmc Michael Holdman and Wendall Holdman Notice of Appearance 5 5-01-50021-lmc John Aadams and Mary Aadams Proof of Claim Filed 1 5-01-50021-lmc John Aadams and Mary Aadams Proof of Claim Filed 2			

Figure 3a

A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the Summary E-mail notification will display the docket event and the document number (including the hyperlink).

NOTE: You cannot elect to receive both separate notices and the summary report.



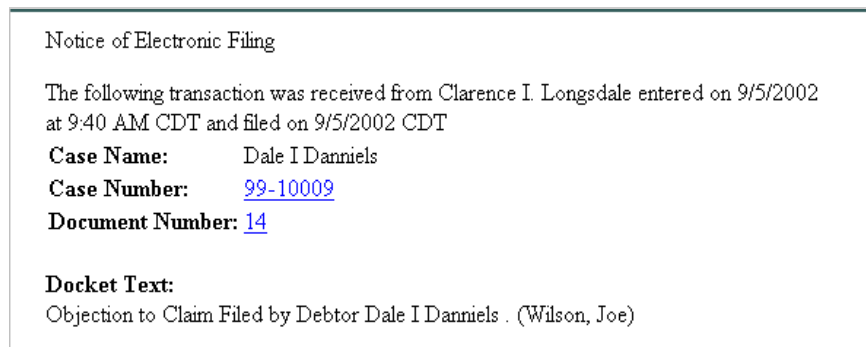
Format notices

Enter the E-mail delivery method. This selection will be determined by your E-mail type.



html format for Netscape or ISP E-mail servicer

The html format will include hyperlinks to the document or claim.
(See Figure 3b.)



Notice of Electronic Filing

The following transaction was received from Clarence I. Longsdale entered on 9/5/2002 at 9:40 AM CDT and filed on 9/5/2002 CDT

Case Name: Dale I Danniels
Case Number: [99-10009](#)
Document Number: [14](#)

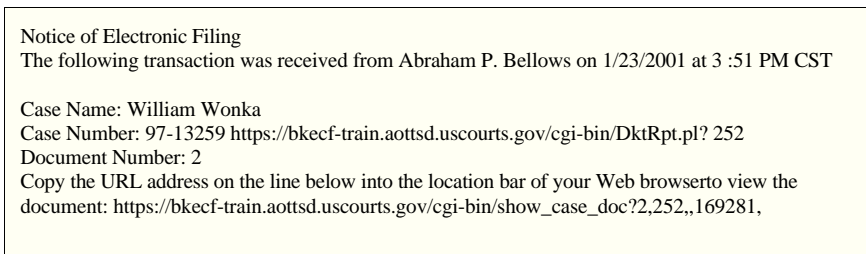
Docket Text:
Objection to Claim Filed by Debtor Dale I Danniels . (Wilson, Joe)

Figure 3b



text format for cc:Mail, GroupWise, other E-mail service

Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser.
Figure 3c shows an example of a text formatted notice.



Notice of Electronic Filing

The following transaction was received from Abraham P. Bellows on 1/23/2001 at 3:51 PM CST

Case Name: William Wonka
Case Number: 97-13259 <https://bkecf-train.aottd.uscourts.gov/cgi-bin/DktRpt.pl?252>
Document Number: 2
Copy the URL address on the line below into the location bar of your Web browser to view the document: https://bkecf-train.aottd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281,

Figure 3c



When you have entered your E-mail preferences, click on

[Return to Account screen].

- ◆ Click on [Submit] to save the changes.

STEP 4 The **SELECT THE CASES TO BE UPDATED** screen will then appear for the user to select the effected cases. (See Figure 4.)

Figure 4

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

- ◆ Select desired cases and then click [Submit].

The screen in **Figure 4a** is used to confirm the information which has been submitted. If you checked any of the boxes for sending notices for each filing, or sending a Summary report, this screen will indicate the option is turned "on".

Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Updating person record...
Update Person Prid: 333454

The update was successful.... prid 333454 - D.L. Wilson

The update was successful....

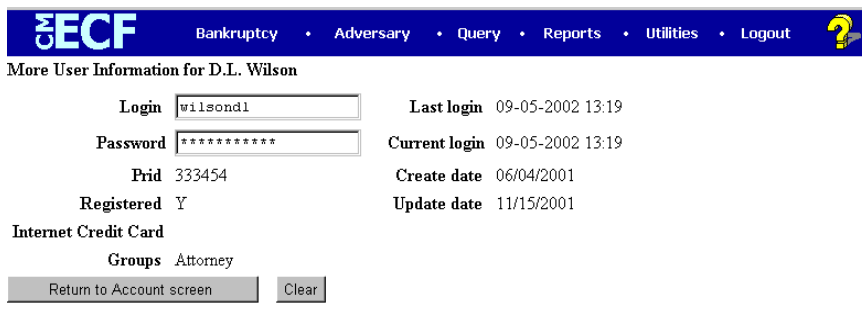
Set up automatic e-mail notification complete for D.L. Wilson
Send Notification in all cases for which you represent a party = on
Send Notification to primary e-mail address = on
Case list:
[99-11223 Pinzy Wilson](#)
[99-11225 Timothy Tisdale and Barbara Tisdale](#)

E-mail notice of electronic filings for selected cases= on
Summary e-mail = off
Primary e-mail Address: DLWilson@lawfirm.net
Additional e-mail Address:

Figure 4a

STEP 5

If you click on **More user information** from your account screen, your login and password information will be displayed
(See Figure 5.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

More User Information for D.L. Wilson

Login	<input type="text" value="wilsondl"/>	Last login	09-05-2002 13:19
Password	<input type="password" value="*****"/>	Current login	09-05-2002 13:19
Prid	333454	Create date	06/04/2001
Registered	Y	Update date	11/15/2001

Internet Credit Card

Groups Attorney

Figure 5

- ◆ You can change your own login and/or password here.

Remember:

- Logins and passwords are case sensitive.
- These are alphanumeric fields
- Passwords have a maximum of 8 characters
- When you enter a new password it is displayed on the screen. Your subsequent queries to this screen will show only asterisks.
(No one will be able to tell you what your password is. Contact the

court if you forget your password.)

- ◆ When you have entered the information as desired, click on **[Return to Account screen]**.

STEP 6

Your user account screen will appear again (See Figure 6.)

Figure 6

- ◆ When all of your account information is correct, click **[Submit]** to finish processing.

STEP 7

A list of the cases you are associated with will then appear (See Figure 7.)

Figure 7

- ◆ If you want this new information to apply to all of the cases, click on *****Update All***** at the top of the list. To change information only on certain cases, hold down the **[Control]** key after selecting the first case number and click on the others, one at a time, to highlight them.
- ◆ When you have all of the desired cases or *****Update All***** highlighted, click **[Submit]** to apply the new information.
- ◆ The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

USER TRANSACTION LOG

All docketing activity is recorded through each user's **User Transaction Log**. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range. A typical excerpt from a transaction log is displayed below. (See Figure 8.)

Transaction Log			
Report Period: 08/28/2000 - 09/05/2002			
Id	Date	Case Number	Text
0	08/22/2002 09:23:54	1-02-bk-10070	First Meeting of Creditors with 341(a) meeting to be held on 09/20/2002 at 01:30 PM at Room 101 U.S. Trustee's Office. Objections for Discharge due by 11/19/2002. (Wilson, D.L.)
6562	06/04/2001 10:33:48	01-10002	Opened New BK Case 01-10002
7509	08/02/2001 09:55:35	01-10015	Opened New BK Case 01-10015
7514	08/02/2001 09:56:38	01-10015	Motion to Avoid Lien with <i>Landry Restaurant Supply</i> Filed by Karen Houghston. (Wilson, D.)
7524	08/02/2001 10:08:14	01-10015	Stipulation By Karen Houghston and Between Landry Restaurant Supply filed by Karen Houghston. (Wilson, D.)
7526	08/02/2001 10:11:46	01-10015	Motion to Withdraw as Attorney Filed by Karen Houghston. (Wilson, D.)
11638	08/02/2002 16:38:07	02-40006	Opened New BK Case 02-40006
12185	08/20/2002 15:21:40	02-10070	Opened New BK Case 02-10070
12342	08/22/2002 10:19:13	1-02-bk-10070	Application to Pay Filing Fee in Installments Filed by Debtor Walter J. Daniels (Wilson, D.L.)

Figure 8

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

Your transaction activity is not accessible to other users besides yourself except for court systems staff.

Mailings....Creditor Mailing Matrix

The **Creditor Mailing Matrix** report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and some of the parties in the case.

STEP 1 Select **Utilities** from the *Main Menu*. (See **Figure 1**)

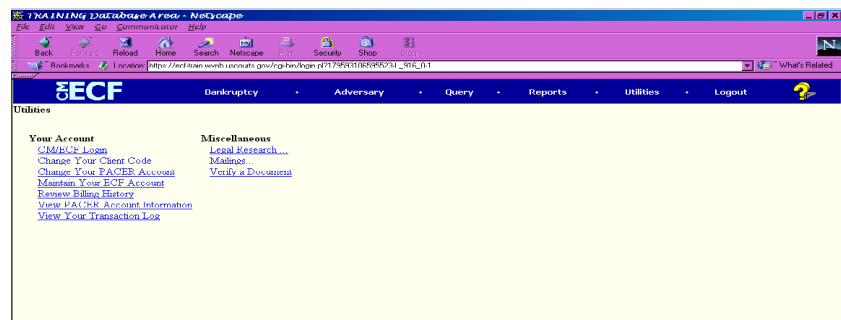


Figure 1

- Click on **Mailings** from the *Miscellaneous* Menu.
- The **Mailings** options screen displays. (See **Figure 2**)

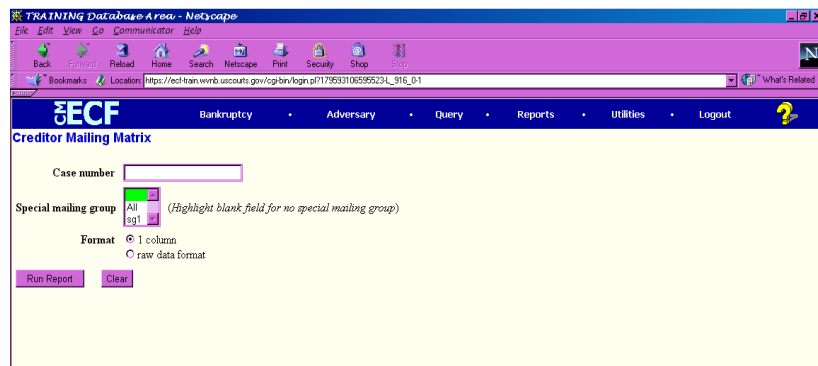


Figure 2

STEP 2 Select **Creditor Mailing Matrix** from the *Mailings* Menu
(See Figure 3)

- The **Creditor Mailing Matrix** requires a **PACER** account.
- Enter the **Case Number**
- Click to select the appropriate **format** radio button
- Click on **Run Report** (or Clear to reset search criteria)
- **Search Results** screen appears listing creditors for case specified
- To print, click on **Print** button from browser toolbar

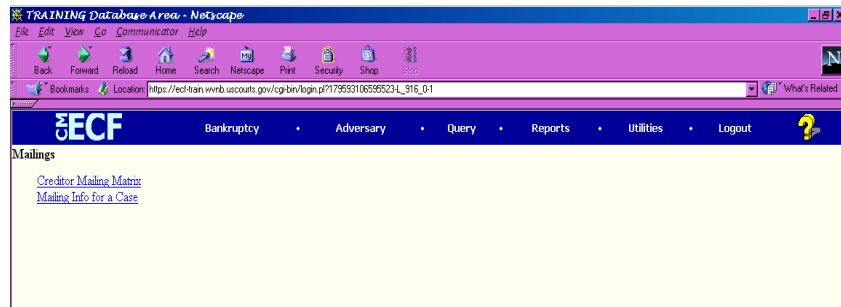


Figure 3

Mailings....Mailing Info for a Case

Displays a list of Case Participants who receive email notification of documents docketed and a list of Case Participants who require manual service for a specific case.

STEP 1 Select **Utilities** from the *Main Menu*, click on **Mailings** from the *Miscellaneous* menu. Select **Mailing Info for a Case**. (See Figure 4)

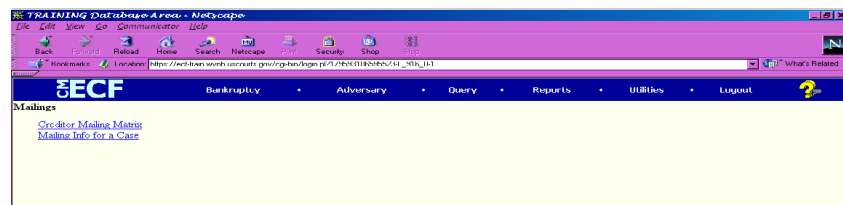


Figure 4

STEP 2 The **Mailing Info for a Case** screen is displayed. (See Figure 5)

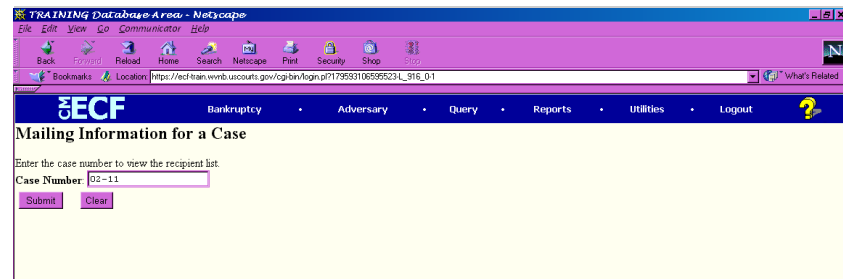


Figure 5

- Enter the **Case Number**.
- Click on **Submit** to continue or **Clear** to reset.

STEP 3 The **Mailing Information** screen for a specified case displays.
(See **Figure 6**)

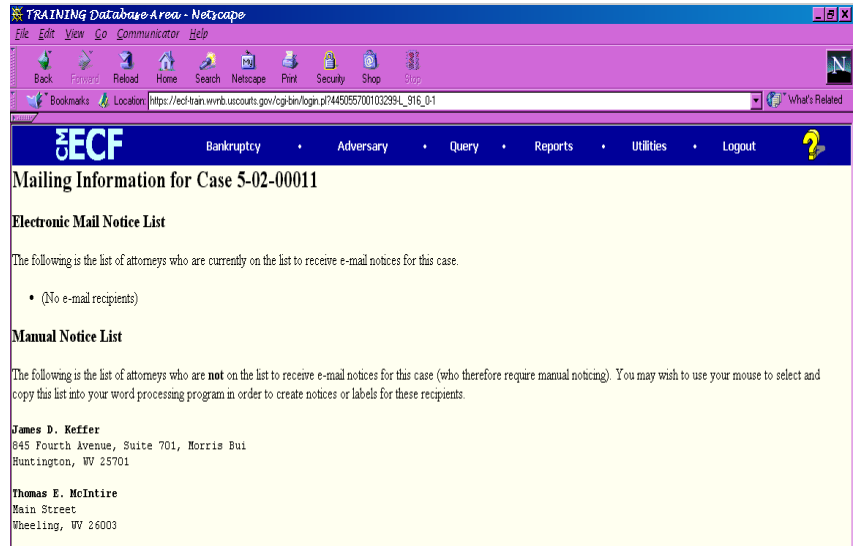


Figure 6

Legal Research...Law Dictionary, Medical Dictionary and Westlaw via the Internet

This option links to a Medical Dictionary and a Law Dictionary. You will remain in CM/ECF while using these 2 options. You are also able to access Westlaw's internet website. You will need a Westlaw account to do so and be advised that you will be logged out of CM/ECF when you choose this option.

STEP 1 Select **Utilities** from the *Main Menu* (See Figure 7)

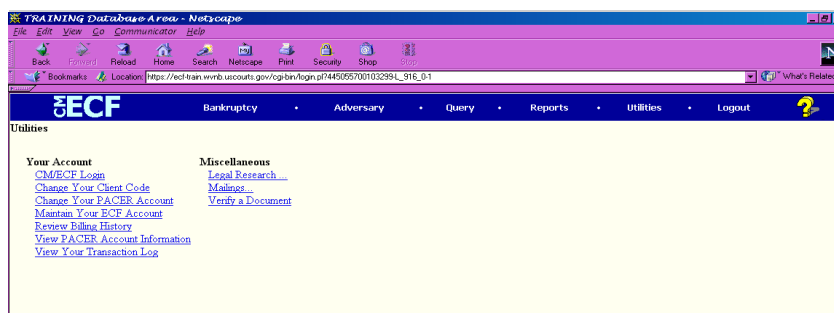


Figure 7

STEP 2 Click on **Legal Research** under the *Miscellaneous* menu. The **Legal Research** screen appears (See Figure 8)

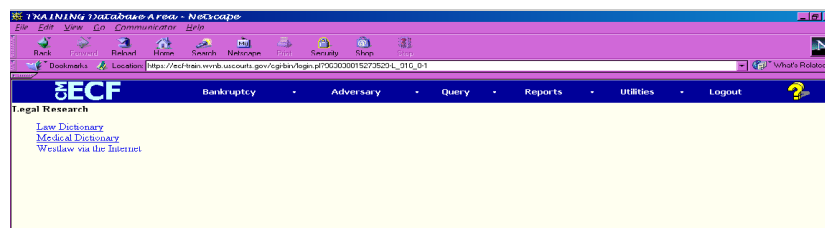


Figure 8

STEP 3 By clicking on the **Law Dictionary**, **Medical Dictionary** or **Westlaw via the Internet**, you can access either dictionary or use Westlaw if you have a Westlaw account.

Verify a Document

This option verifies that the electronic “signature” of a document is the same as when the document was filed with the Court. It assures the user that the document has not been altered since it was originally filed with the Court.

STEP 1 Select **Utilities** from the *Main* menu. (See **Figure 9**)

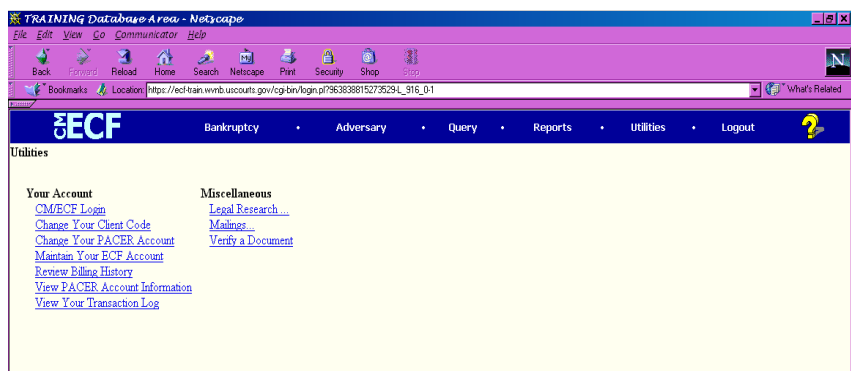


Figure 9

STEP 2 Click on **Verify a Document** link from the *Miscellaneous* menu. The **Verify Document(s)** selection screen appears. (See **Figure 10**)

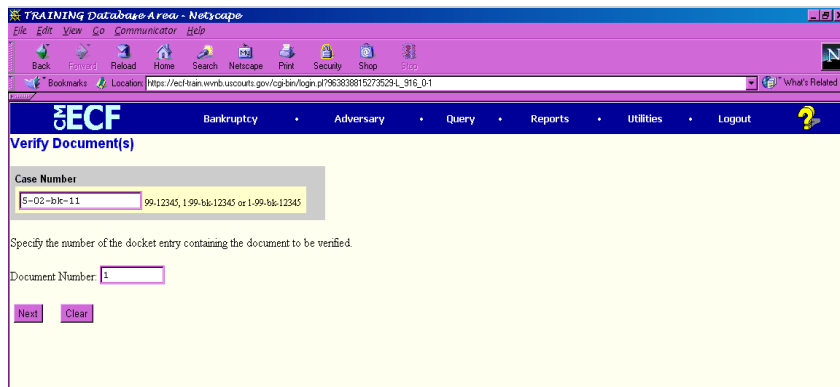
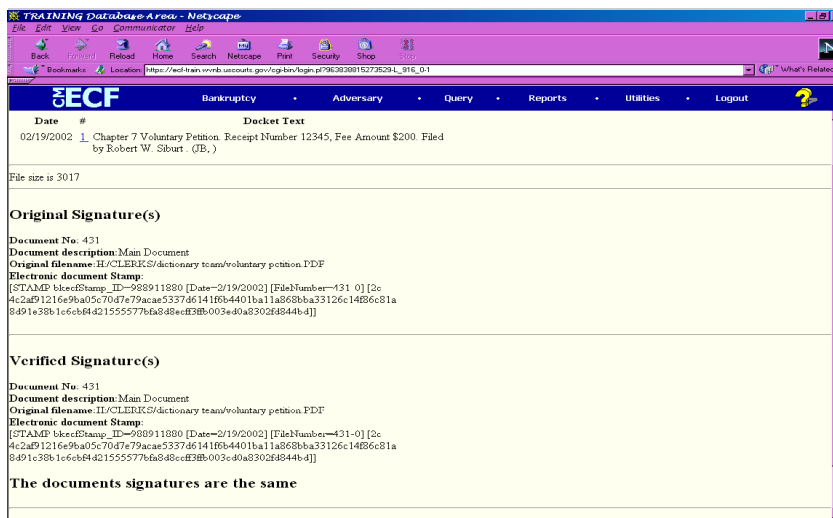


Figure 10

- Insert a **Case Number**
- Insert the **Document Number** of the Document you wish to verify.
- Click on **Next** to continue or **Clear** to reset.

STEP 3

The **Document Verification** screen appears. It displays information regarding the .pdf document. The **Electronic Document Stamp** is stored in the system when a document is filed. Choosing to verify the document, causes the system to display the original document stamp and the current document stamp, showing that the file is the same as when filed. (See Figure 11)

**Figure 11**

Converting Documents to .pdf

Only **.pdf** (Portable Document Format) documents may be filed using the Court's electronic filing system. If you attempt to upload a non-pdf file, or submit a standard docket entry without a document, an error message appears. (See **Figure 1**)

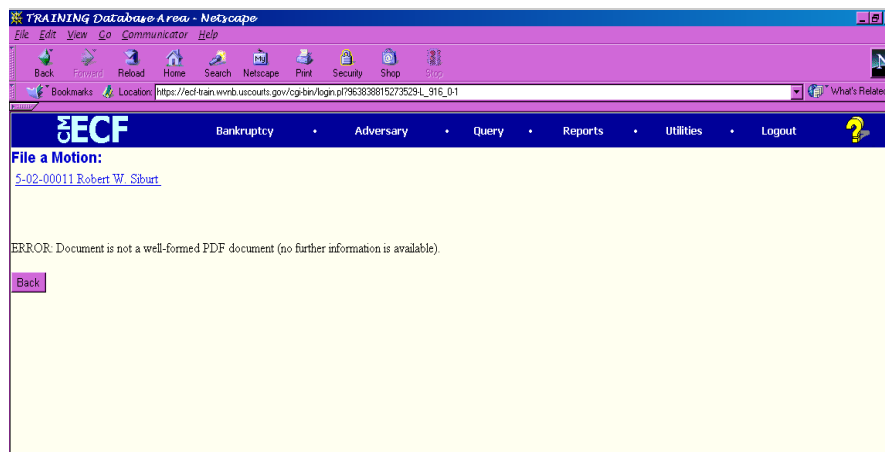


Figure 1

Converting a Document to .PDF Format

Conversion of any word processing document to a Potable Document Format (.pdf) is required before submission to the Court's electronic filing system. The following instructions will guide you through the process of converting a word processing document to .pdf. For this example, WordPerfect 9 is used.

When Adobe Acrobat (the full version, not the reader is installed on your computer, one of the option installed is PDF Writer. To convert a word processing document to .pdf, you will choose "print" (just as you do to print a file), but change your default printer to PDF Writer. By making this selection, your document won't be printed, instead it will give you the opportunity to save your file in .pdf format and give it a filename. You should have a directory on your pc or network available for saving these .pdf files.

The conversion process is relatively simple and can be accomplished in a few ways depending upon the word processing program you use. In the following pages, we will walk you through the basic steps of converting any file created by a Windows based program. In some instances,

some of these steps may be eliminated depending on what software you are using and how your system has been configured.

Your bankruptcy preparation software may convert documents to .pdf. Refer to your software vendor regarding converting to .pdf.

Basic requirements for creating .pdf files:

- ! Word processing software. For example: Microsoft Word or WordPerfect.
- ! Adobe Acrobat PDF Writer

Converting a Word Processing Document to .pdf Format

STEP 1 Using your Word Processing Software, open the document you wish to convert to .pdf and review the document for accuracy.

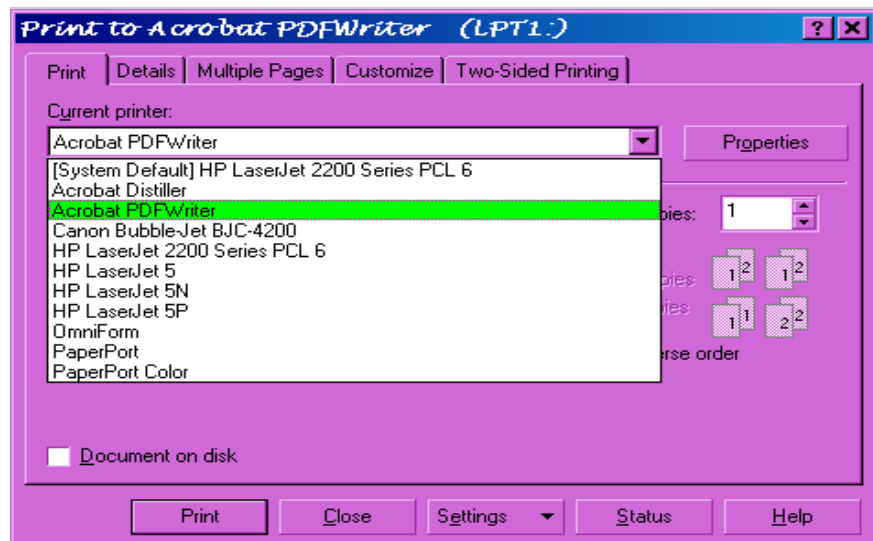
STEP 2 To begin the conversion process, click the printer icon on your toolbar or using the menus, click **file** and **print**. (See **Figure 2**)



Figure 2

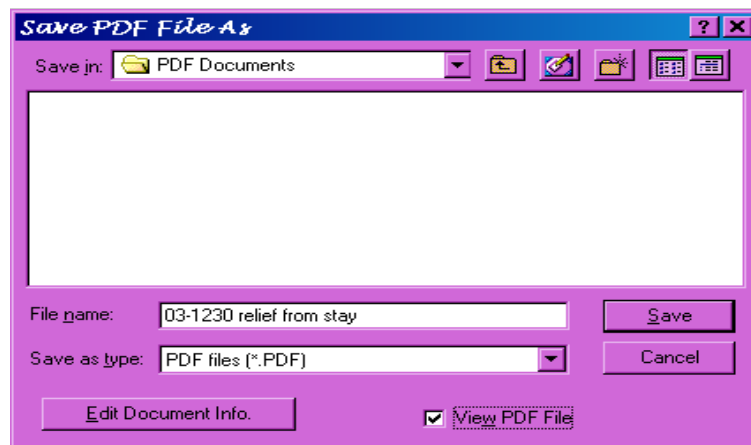
STEP 3 The **Print** dialog box appears (See **Figure 3**)

- Select **Acrobat PDFWriter** from your list of printers.
- Click the **Print** button in the dialog box. The file will not actually print.

**Figure 3**

STEP 4 You will then receive the option to save the file as .pdf.

- The **Save PDF File As** screen will appear
(See Figure 4)

**Figure 4**

- **File Name:** type a name using your preferred naming convention.
- **Save as type:** Use drop down arrow if needed so that **PDF files (*.PDF)** is selected.

- Click on the **Save** button to save the file as a PDF document to a location where it may easily be retrieved later.

Note: It is strongly suggested that you create a folder (or folders) specifically to store your pdf documents.

Attaching PDF Files During Docketing

STEP 1 During Docketing you will be prompted to attach your pdf document.

- The **PDF DOCUMENT** screen is displayed. (See Figure 5)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Miscellaneous:
[02-10005 Annie Hall](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

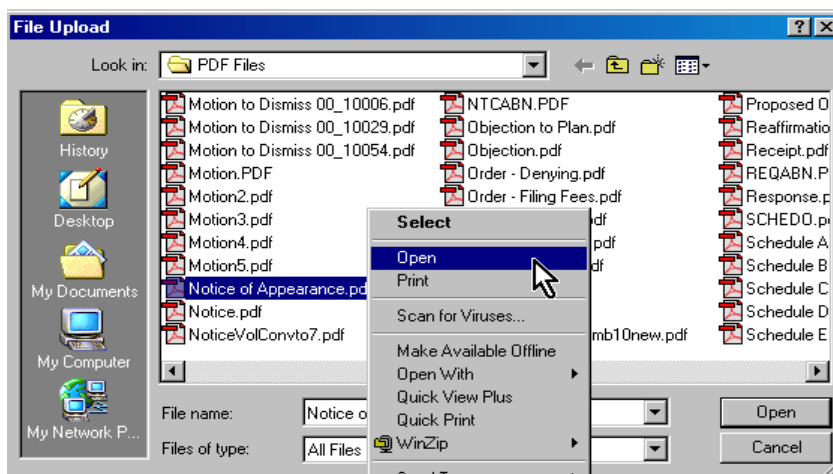
Filename

Attachments to Document: ☒ No ☐ Yes

Figure 5

STEP 2 Click on the **Browse** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

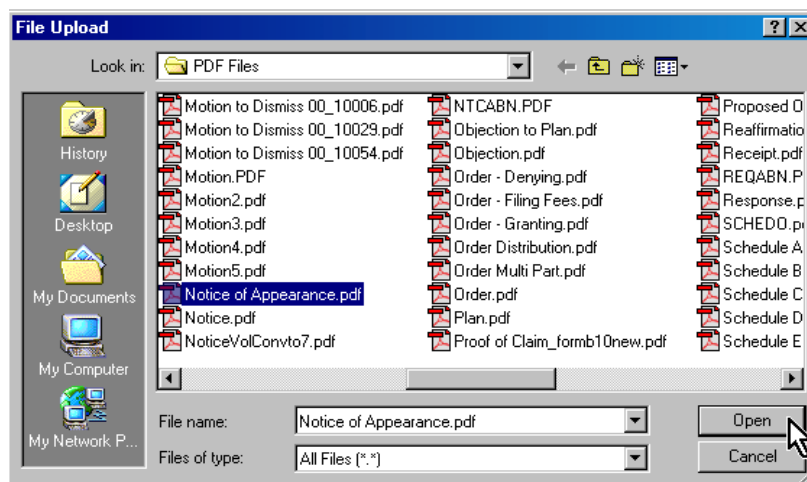
STEP 3 To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. (See Figure 6)

**Figure 6**

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.

STEP 4

Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. (See Figure 7)

**Figure 7****STEP 5**

To add an attachment, such as a **proposed order, exhibit, etc.**

click the **yes** radio button next to “Attachments to Documents” and click **next**. (See Figure 8)

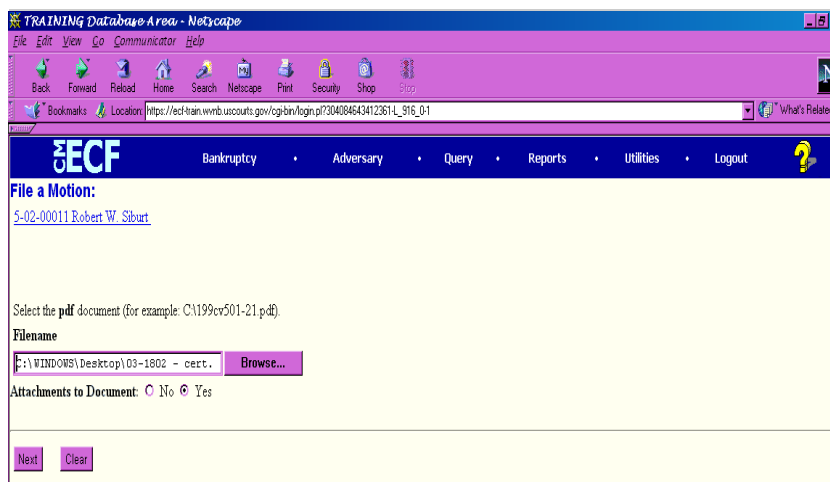


Figure 8

STEP 6

The **Select one or more attachments** screen will appear.
(See Figure 9)

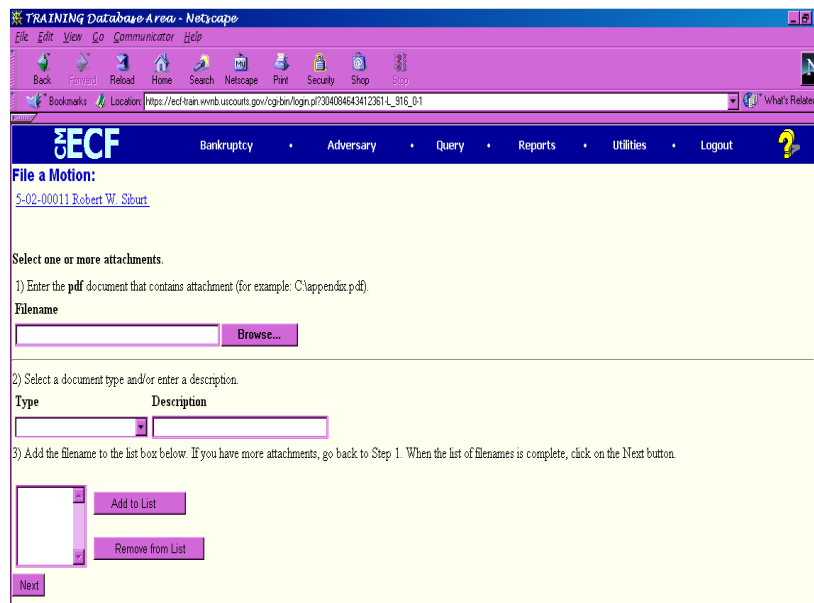


Figure 9

STEP 7

- Click on the **Browse** button to search for the file you would

like to attach. (Just as you would do when browsing for your main document)

- Under **step 2**, click on the drop-down arrow and choose what document type you are attaching, if it a **proposed order**, choose that type.
- Then type in a **description**
(See Figure 10)

TRAINING Database Area - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop

Bookmarks Location: https://ecf.train.wvmb.uscourts.gov/cgi-bin/login.pl?304084643412361-L_316_01

ECF Bankruptcy Adversary Query Reports Utilities Logout

File a Motion:
[5-02-00011 Robert W. Stuart](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Proposed Order"/>	<input type="text" value="for Motion to Amend"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 10

STEP 8

Click on **Add to List**. When you do this, the pathname of where your document was stored will appear in the box in step 3 and the boxes in steps 1 and 2 will blank out. (See Figure 11)

The screenshot shows a Netscape browser window titled "TRAINING Database Area - Netscape". The address bar displays "https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?040846434123614_316_01". The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is yellow and titled "File a Motion:". Below the title is a link "5-02-00011 Robert W. Short". The instructions read: "Select one or more attachments." followed by "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)". There is a "Filename" label and a text input field with a "Browse..." button. Below this is a table for selecting document types and descriptions. The table has two columns: "Type" and "Description". The first row shows a dropdown menu for "Type" and an empty text field for "Description". Below the table is instruction "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." There is a list box containing the filename "C:\WINDOWS\Desktop\Proposed Order 02-11.PDF". To the right of the list box are two buttons: "Add to List" and "Remove from List". At the bottom left of the form is a "Next" button.

Figure 11**STEP 9**

If you have more documents to attach, start the process over by browsing for the next attachment and proceed to # 2 and then # 3, as shown in Figure 11.

If you are finished with adding attachments, click next.

Trustee's Appointment Rejection

This process shows the steps and screens required for a trustee to resign from an appointment in a case in CM/ECF.

- STEP 1** Click on the **Bankruptcy** menu on the CM/ECF Main Menu Bar. (See Figure 1)

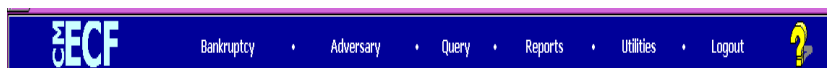


Figure 1

- STEP 2** The **Bankruptcy Events** screen displays. Click on the **Trustee/US Trustee** menu option. (See Figure 2)

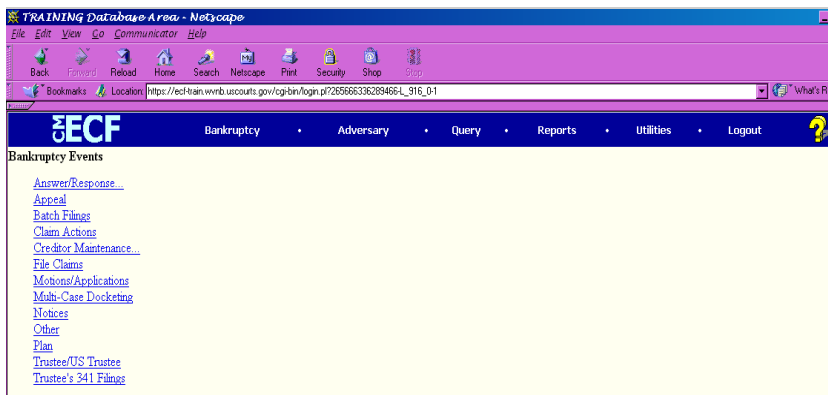


Figure 2

- STEP 3** The **Case Number** screen displays. Enter the case number for your case and then click **Next**. (See Figure 3)

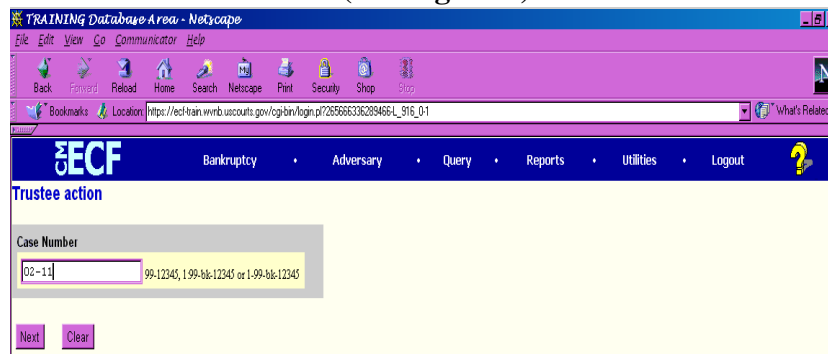


Figure 3

STEP 4

A list of Trustee/US Trustee events displays.

- **Verify the Case Name and Number before proceeding.**
- **Select Appointment Rejection** from the list of events.
- **Click the Next** button.

(See Figure 4)

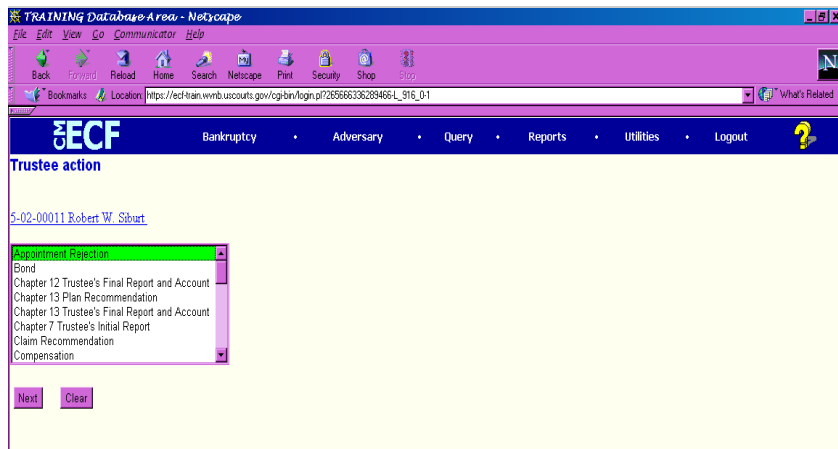


Figure 4

STEP 5

The **Select the Party:** screen displays.

- **Select the trustee** that is the party filer form the list.
- **Click the Next** button.

(See Figure 5)

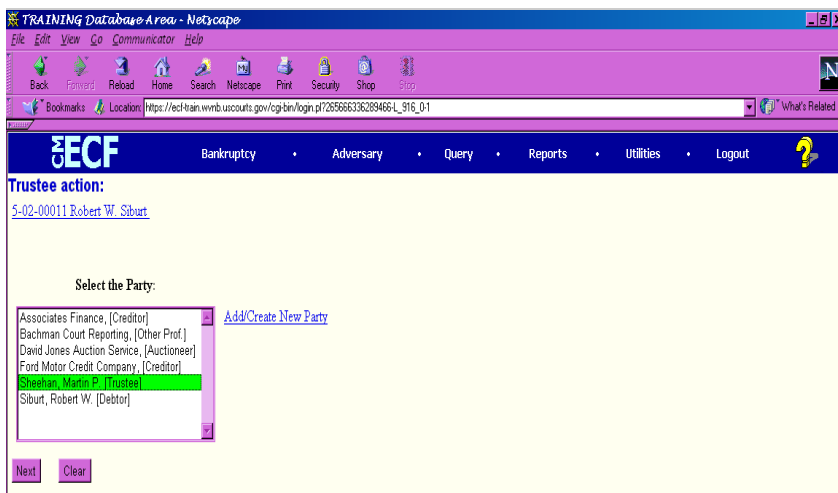


Figure 5

STEP 6

The **Attorney/Party Associations** screen appears.

- If this is an attorney/party association, click the box to associate the filing attorney to the filing party, or as in the case of the trustee filing this document, leave the box **blank** and an association will not be set.
- Click the **Next** button.

(See Figure 6)

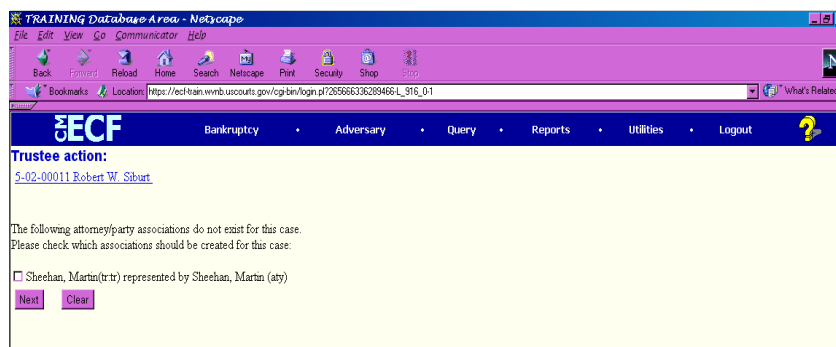


Figure 6

STEP 7

The **Select the pdf** screen displays.

- Select the **.pdf file** to associate with this event. For more detailed information about creating and attaching **.pdf files**, see **Section 4** of this manual.
- Click the **Next** button when finished.

(See Figure 7)

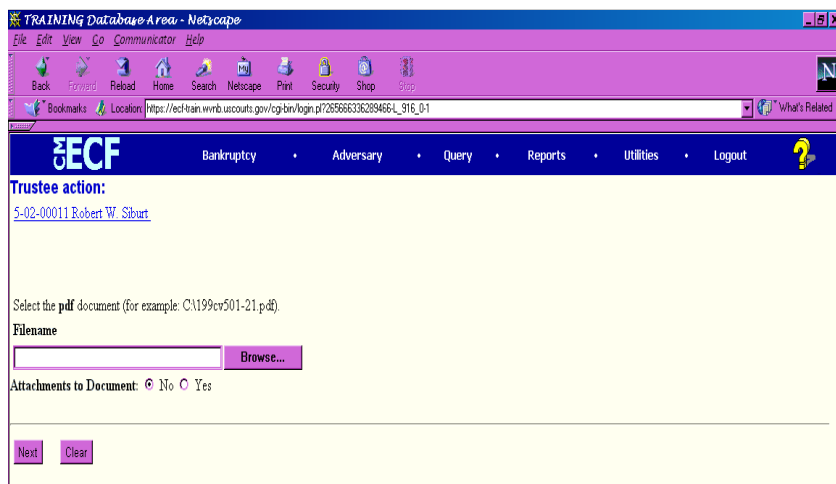


Figure 7

- STEP 8** The **Select the Trustee** screen displays.
- Click on the resigning **Trustee's Name**.
 - Click the **Next** button.
- (See Figure 8)

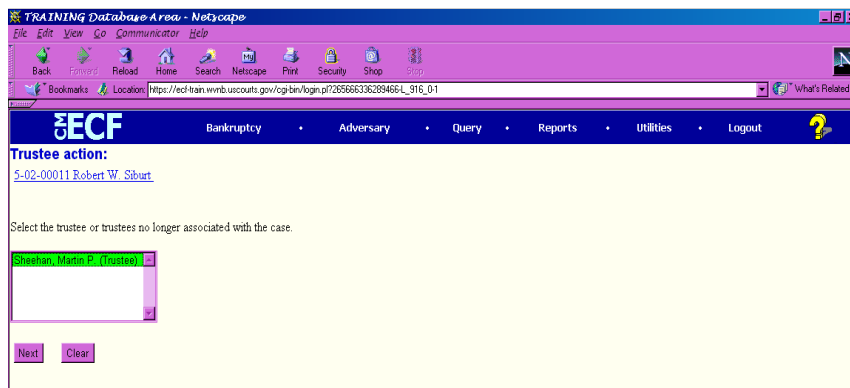


Figure 8

- STEP 9** The **Docket Text: Modify as Appropriate** screen displays.
- You may click on the down arrow of the **preview box** to add text before the docket text.
 - If necessary, you may add a small amount of text in the open **add text** box.
 - Click **Next** when you are satisfied the docket text looks ok.
- (See Figure 9)

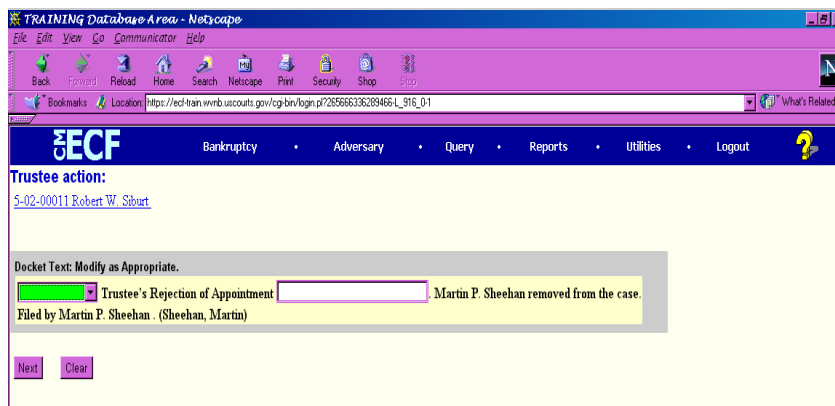


Figure 9

- STEP 10** The **Final Docket Text** screen displays. This is the **LAST**

opportunity to verify the accuracy of the information. Submission of this screen is **final**.

- If the final docket text is incorrect, click the **back button** of your **Browser** to find the screen you need to modify.
- To **abort** or **restart** the transaction, click on the **Bankruptcy** menu on the **Main** menu bar.
- If you are satisfied with the docket text, click **Next**.
(See Figure 10)

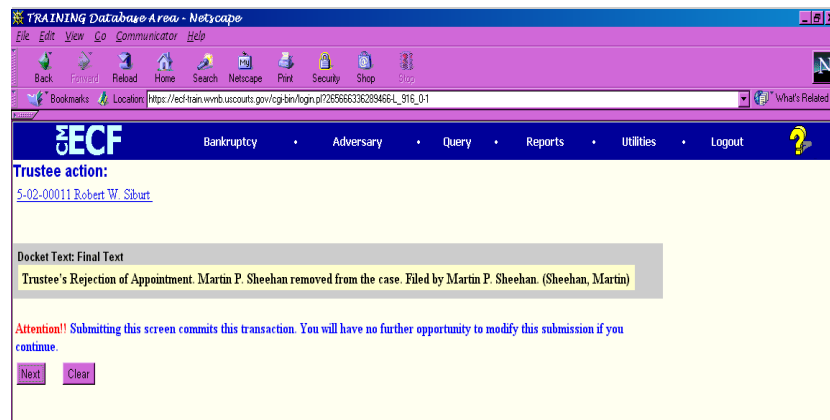


Figure 10

STEP 11

The **Notice of Electronic Filing** screen displays. When the **Notice of Electronic Filing** displays, you know the entry was committed to the system. (See Figure 11)



Figure 11

Trustee's 341 Filings

The Trustee's § 341 Filings program was designed to enable the trustee to record the outcome of all cases set for a § 341 meeting on a specific date.

- STEP 1** Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu (See Figure 1)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays.

- Click on the **Trustee's 341 Filings** hyperlink. For further information on each of these categories, click the ? (Help) icon.

(See Figure 2)



Figure 2

- STEP 3** The **Trustee 341 Filing Date** screen displays.

- Enter the specific date.
- Click the **Next** button.

(See Figure 3)

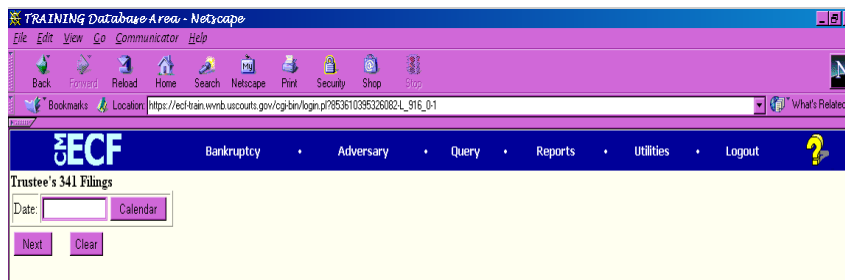


Figure 3

STEP 4 The 341 meetings scheduled for that date displays.
(See Figure 4)

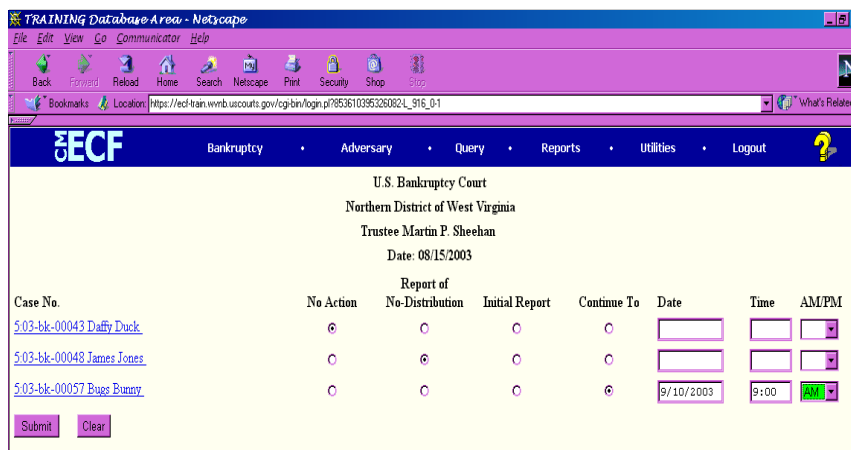


Figure 4

The trustee may designate one of four outcomes:

- After making the appropriate selection, click the **Submit** button.

1. NO ACTION:

The trustee will check this option if **debtor (and joint debtor) appears** and the **meeting is held** but the required identification was not provided to the Trustee at the meeting (a continued meeting will not be necessary). Do not use this event if the action does not apply to both debtors in a joint case. No entry will be made on the docket sheet. **The Court is awaiting further action from Trustee. The 341 Meeting deadline remains pending.**

If **No Action** is checked, the following events are **required** to be submitted by the trustee at a later time to allow the case to proceed:

- (1) Meeting of Creditors Held,
- (2) No Distribution Report, or
- (3) Trustee's Notice of Assets.

2. REPORT OF NO DISTRIBUTION:

The trustee will check this option if **debtor (and joint debtor) appears**, the meeting is held and the Trustee determines the case to be a No Asset Case. This is a paperless entry, no document will be filed, the 341 meeting deadline will be satisfied and the NDR text will automatically appear on the docket sheet. Additional language will state that the First Meeting Was Held. Do not use this event if both debtors did not appear in a joint case.

3. INITIAL REPORT:

The trustee will check this option if the first **meeting has been held** but the trustee has not determined if the case is an asset or no asset case. The 341 meeting deadline will be satisfied. **The Court is awaiting further action from the Trustee.**

If **Initial Report** is checked, the following events are to be submitted by the trustee at a later time to allow the case to proceed:

- (1) No Asset Report, or
- (2) Trustee's Notice of Assets.

4. CONTINUE TO:

The trustee will check this option if the 341 **meeting is to be continued** to a new date. The new date/time is inserted by the Trustee. Text will automatically appear on the docket sheet stating the new date and time. (If a joint case, do not use this option if only one did not appear and is to be continued. A separate entry must be made under **Bankruptcy, Trustee/USTrustee**, then click on the **Notice of Continuance of Meeting of Creditors** event. Type in **text box**, who meeting is continued for.)

STEP 5 The **Notice of Electronic Filing** screen displays.

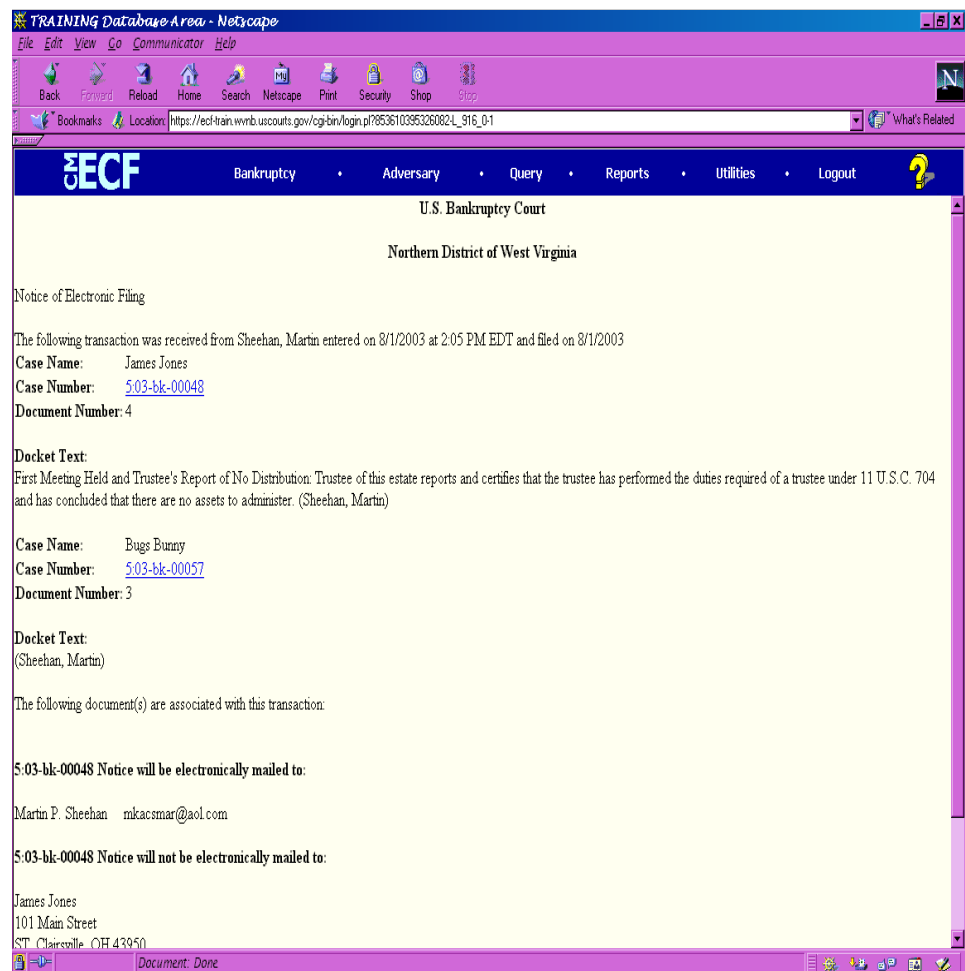


Figure 5

Chapter 7 Trustee's No Asset Report

This process shows the steps and screens required for a trustee to complete a **No Asset Report** after the first meeting, in instances where either **No Action** or **Initial Report** were checked on the **Trustee's § 341 Filings** report on CM/ECF.

STEP 1 Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar. (See Figure 1)

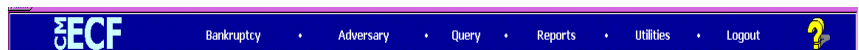


Figure 1

STEP 2 The **Bankruptcy Events** screen displays.

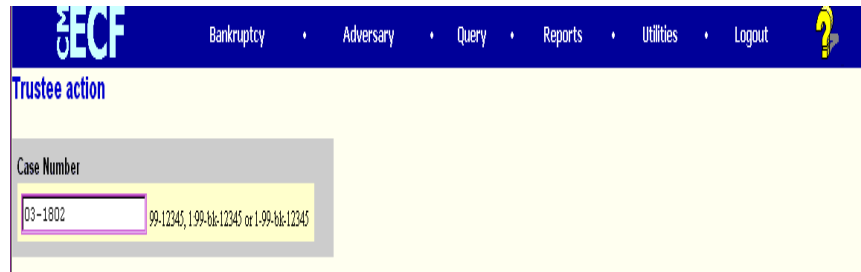
- Click on **Trustee/US Trustee** hyperlink. For further information on each of these categories, click the **Help** icon.

(See Figure 2)



Figure 2

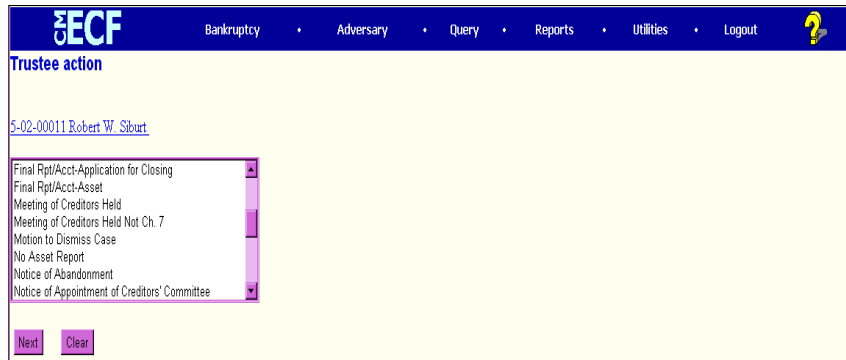
- STEP 3** The **Case Number** screen displays.
- Enter the **case number** for the appropriate case.
 - Click the **Next** button.
- (See **Figure 3**)



The screenshot shows the 'Trustee action' section of the CM/ECF interface. Under the 'Case Number' heading, there is a text input field containing '03-1802'. To the right of the input field, a hint text reads '99-12345, 199-bk-12345 or 1-99-bk-12345'. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon.

Figure 3

- STEP 4** The **Events** screen displays.
- Select **No Asset Report** from the list of events
 - Click the **Next** button.
- (See **Figure 4**)



The screenshot shows the 'Trustee action' section of the CM/ECF interface. It displays a case identifier '5-02-00011 Robert W. Stuart'. Below this is a dropdown menu with the following options: 'Final Rpt/Acct-Application for Closing', 'Final Rpt/Acct-Asset', 'Meeting of Creditors Held', 'Meeting of Creditors Held Not Ch. 7', 'Motion to Dismiss Case', 'No Asset Report', 'Notice of Abandonment', and 'Notice of Appointment of Creditors' Committee'. The 'No Asset Report' option is highlighted. At the bottom of the dropdown menu are 'Next' and 'Clear' buttons. The top navigation bar is identical to the previous figure.

Figure 4

- STEP 5** The **SELECT PARTY** screen displays.
- Select the **trustee** that is the party filer from the list.
 - Click the **Next** button.
- (See **Figure 5**)

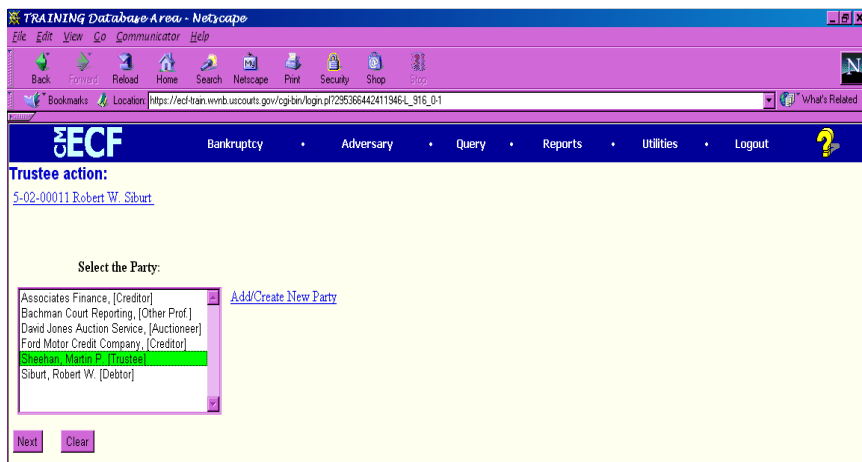


Figure 5

- STEP 6** The **Association** screen appears.
- If this is an attorney/party association, click box to associate filing attorney with the filing party **OR**
 - If there is no attorney association, leave box blank so that an association will not be set.
 - Click the **Next** button.
- (See **Figure 6**)

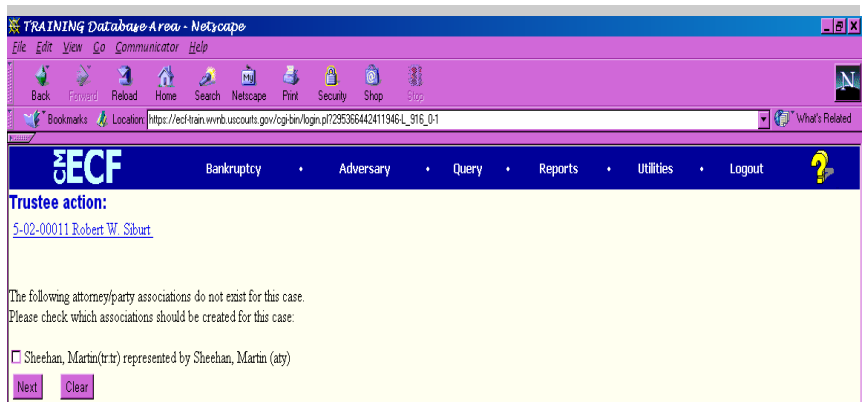


Figure 6

STEP 7

The **Select pdf** screen displays.

- Select the **.pdf file** to associate with this event. For more detailed information about creating and attaching **.pdf files**, see **section 4 on Attaching PDF Files** for instructions.
- Click the **Next** button.
(See **Figure 7**)

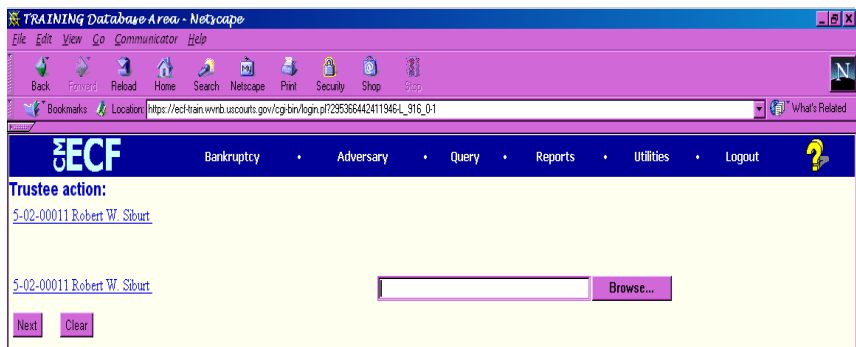


Figure 7

STEP 8

The **Modify Docket Text** screen displays.

- You may add a small amount of text as needed.
- Click on the **Next** button.
(See **Figure 8**)

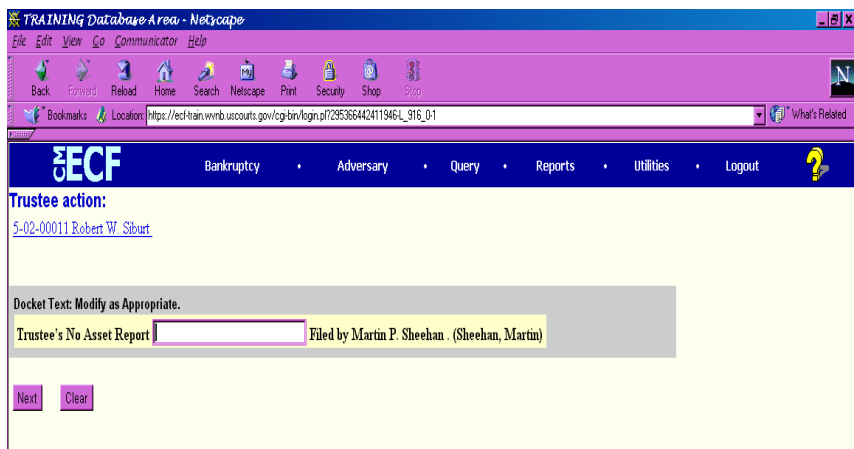


Figure 8

STEP 9 The **Final Docket Text** screen displays. This is the **last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.
- To abort or restart the transaction, click the **Bankruptcy** menu on the Main Menu Bar.
- Click the **[Next]** button if correct.

(See Figure 9)

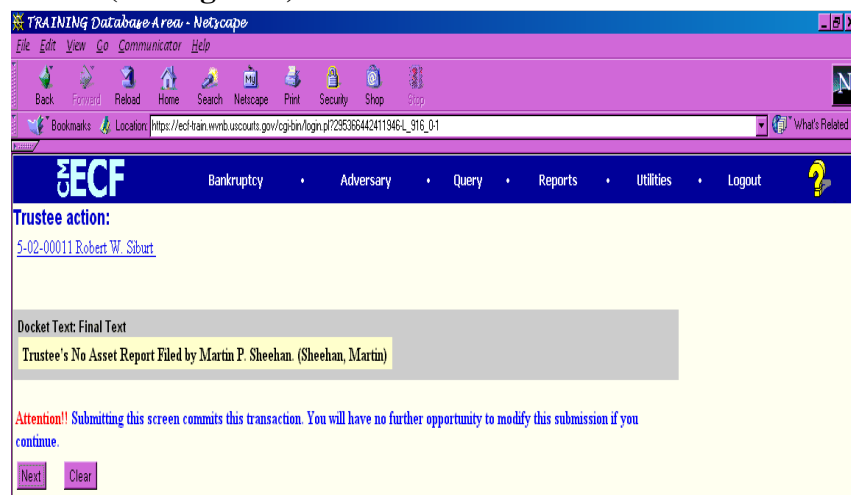
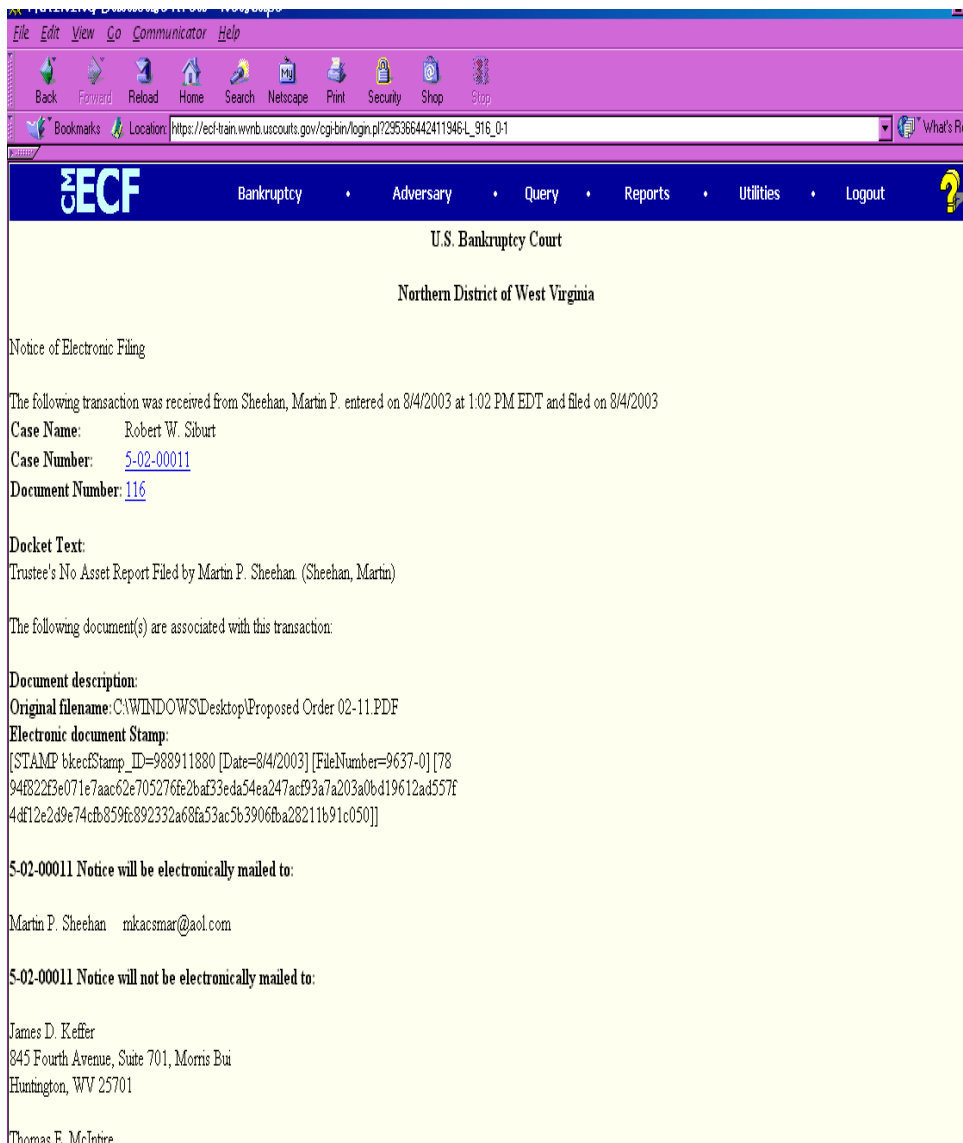


Figure 9

STEP 10 The **Notice of Electronic Filing** screen displays. **Each notice will include the following:**

- Who filed the document
- Date and Time

- Case name
 - Case number
 - Document number
 - Original filename (pdf)
 - Electronic document stamp
 - Electronic mail recipients and manual notice lists
- (See Figure10)**

**Figure 10**

Trustee's Notice of Abandonment

This process shows the steps and screens required for a trustee to complete a Trustee's Notice of Abandonment in CM/ECF.

- STEP 1** Click on the **Bankruptcy** menu on the CM/ECF Main Menu Bar.
(See Figure 1)

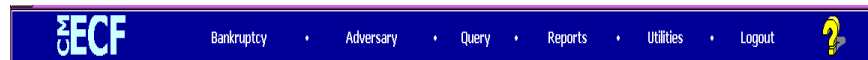


Figure 1

- STEP 2** The **Bankruptcy Events** screen displays
- Click on the **Trustee/US Trustee** menu.
(See Figure 2)

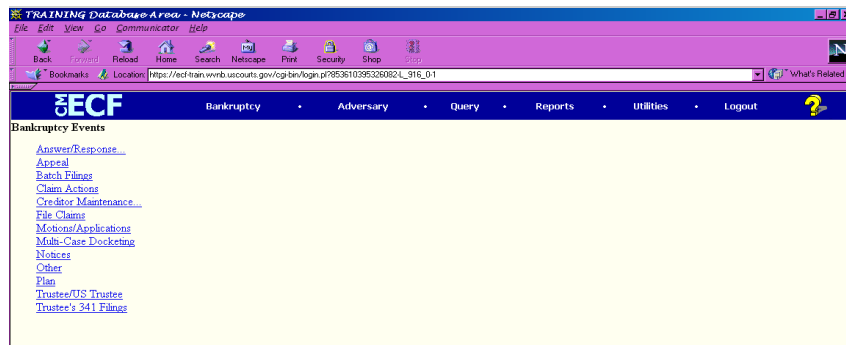


Figure 2

- STEP 3** The **Case Number** screen displays.
- Enter the case number
 - Click the **Next** button
(See Figure 3)

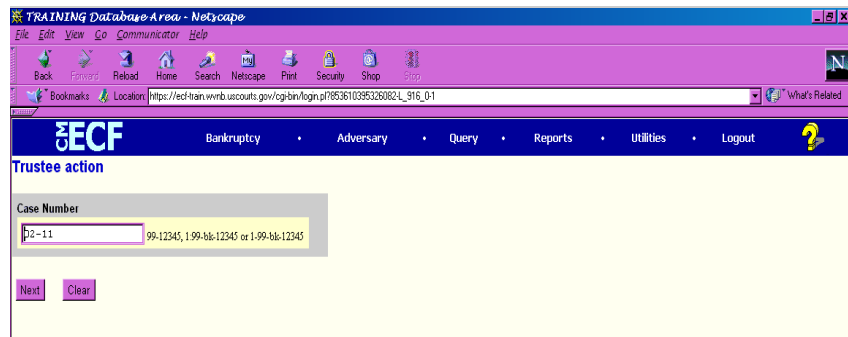


Figure 3

STEP 4

The **Events** screen displays.

- **Verify the Case Name and Case Number before proceeding.**
- **Select Notice of Abandonment** from the list of events
- **Click the Next** button
(See Figure 4)

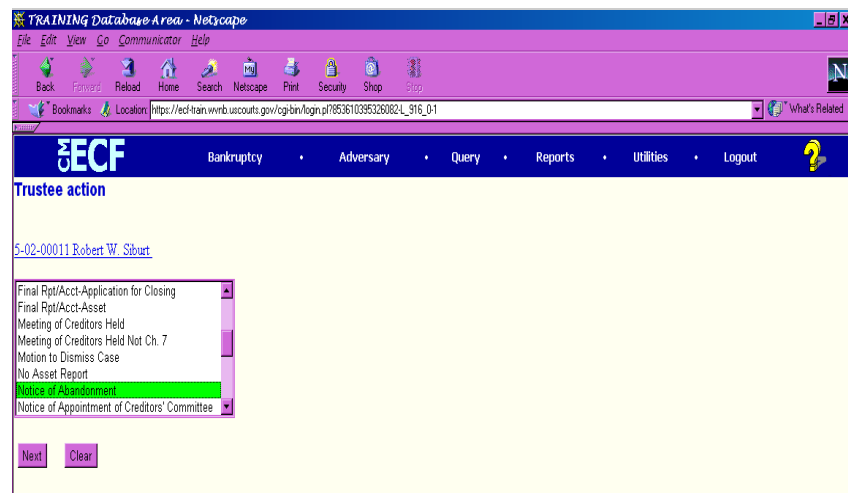


Figure 4

STEP 5

The **Select Party** screen displays

- **Select the trustee** that is the party filer from the list.
- **Click the Next** button.
(See Figure 5)

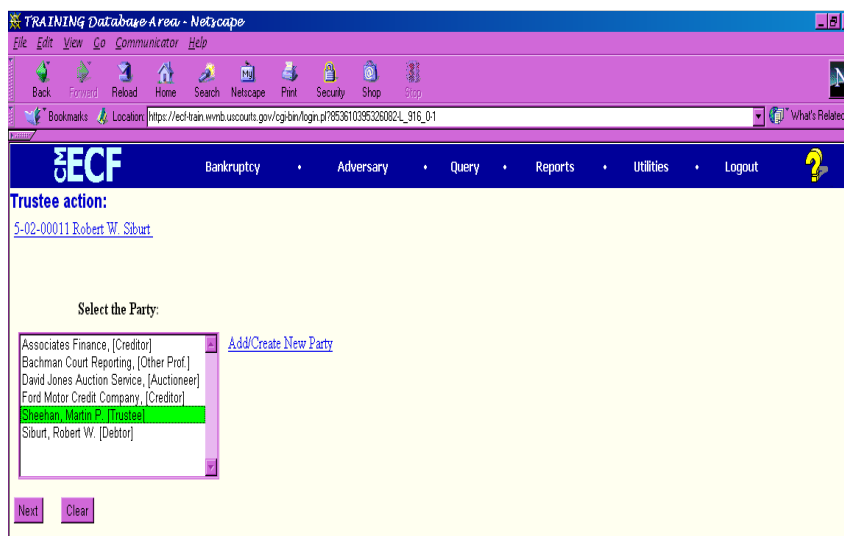


Figure 5

STEP 6

The **Attorney/Party Association** screen displays.

- If this is an attorney/party association, click the box to associate the filing attorney with the filing party **OR**
- If there is no attorney association(as in this case), leave the box blank so that an association will not be set.
- Click the **Next** button.
(See Figure 6)

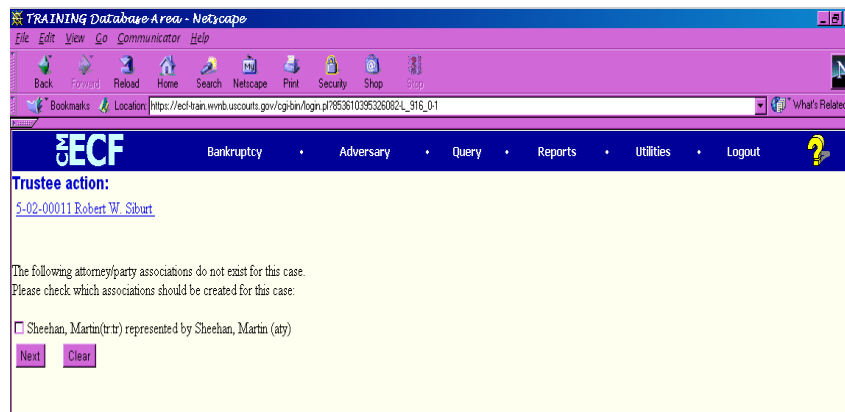


Figure 6

STEP 7

The **Select the pdf** screen displays

- Select the .pdf file to associate with this event. For more

detailed information about creating and attaching **.pdf files**, see section 4 on **Attaching PDF Files**.

- Click the **Next** button
(See Figure 7)

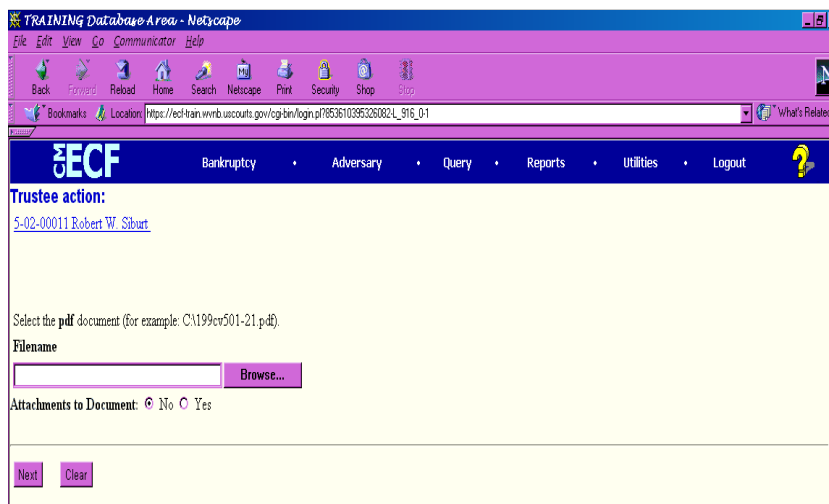


Figure 7

STEP 8

The **What Item to be Abandoned?** Screen displays.

- Enter a **brief description** of the property being abandoned
- Click on the **Next** button.
(See Figure 8)

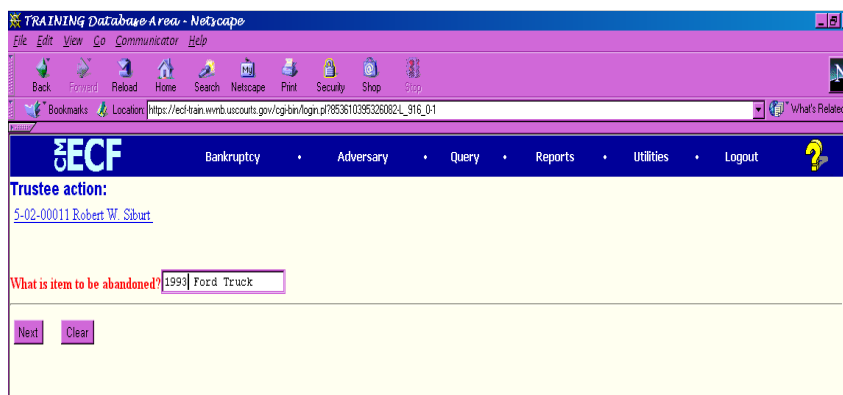


Figure 8

STEP 9

The **Docket Text: Modify as Appropriate** screen displays.

- If you need additional information, click on the down-arrow next to the **preview box** to add preview information.

- Click the **Next** button
(See Figure 9)

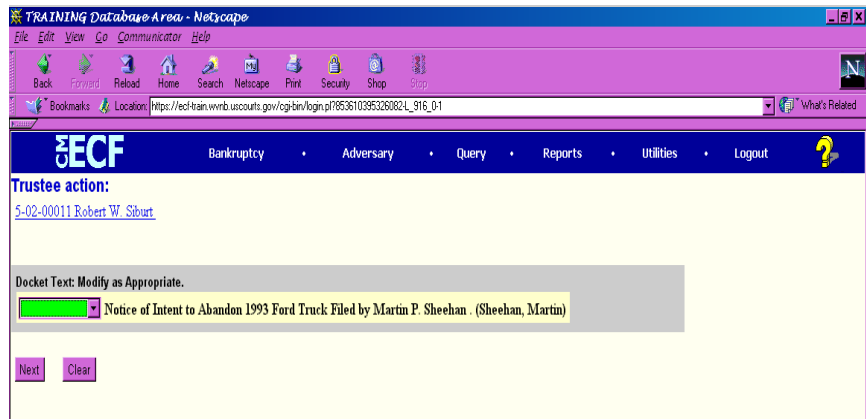


Figure 9

STEP 10

The **Final Docket Text** screen displays.

- This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **FINAL**.
- If the final docket text is incorrect, click on the **back** button of your **Browser** to find the screen that needs modifying.

To **abort or restart** the transaction, click the **Bankruptcy** menu on

the Main Menu bar.

- Click the **Next** button.
(See Figure 10)

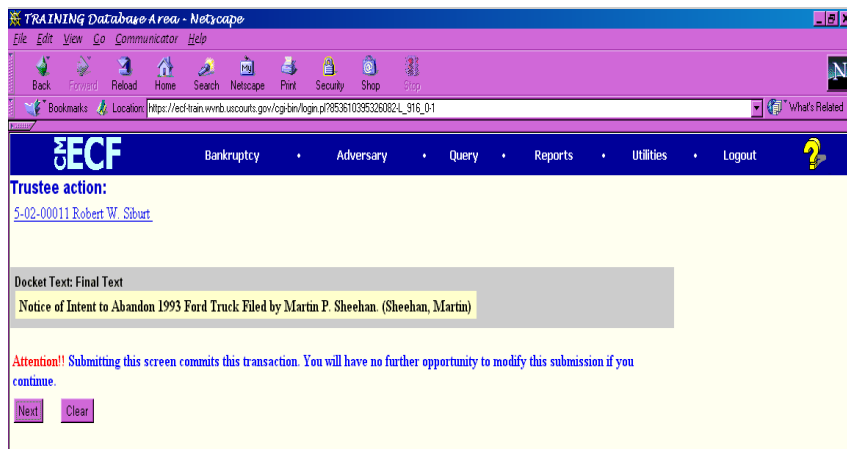


Figure 10

STEP 11

The **Notice of Electronic Filing** screen displays.

- This screen verifies that the entry was committed to the Court's CM/ECF system.
(See **Figure 11**)

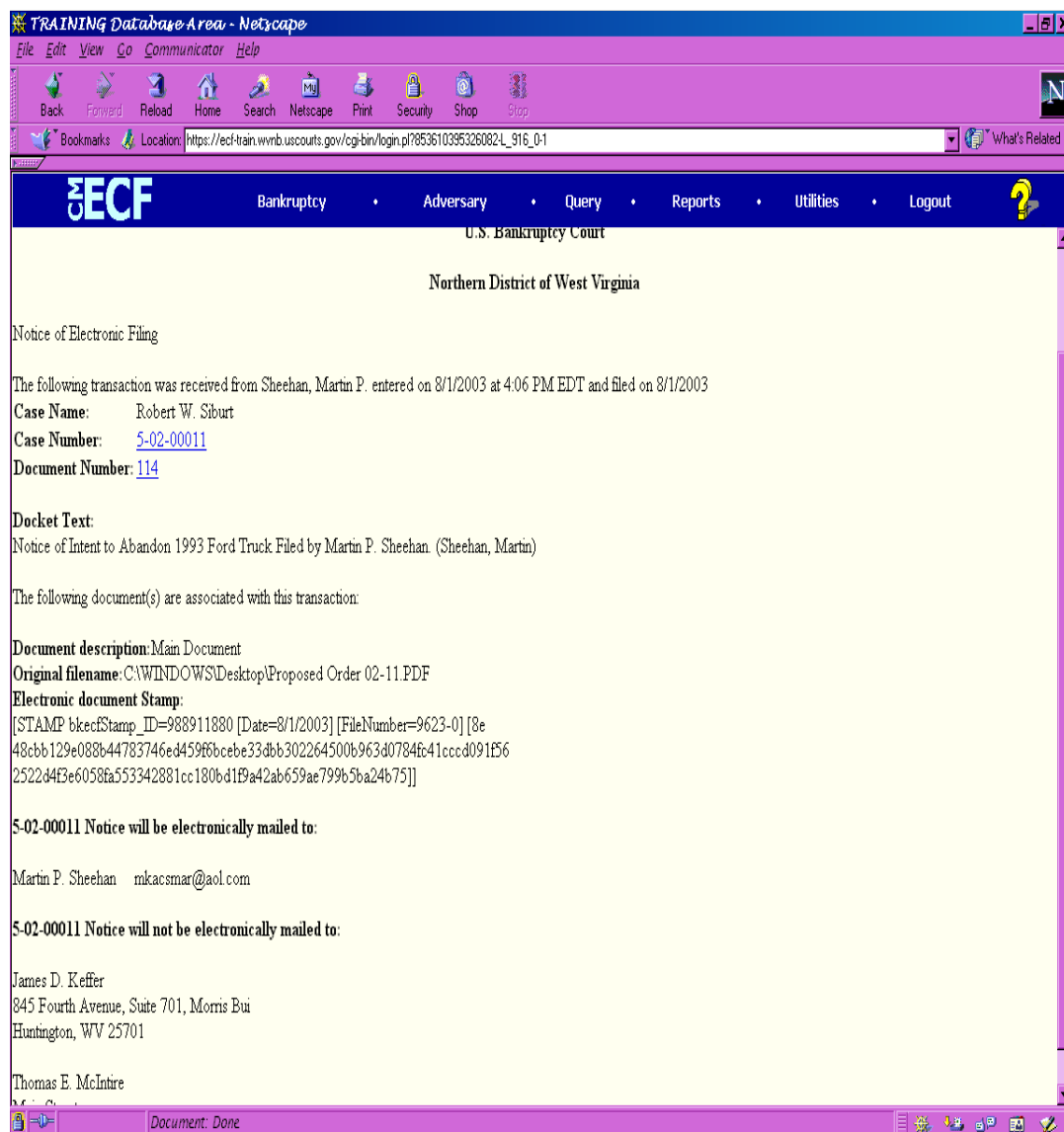


Figure 11

Motion to Dismiss Case

This process shows the steps and screens required for a trustee to file a Motion to Dismiss cases on CM/ECF.

- STEP 1** Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.
(See Figure 1)

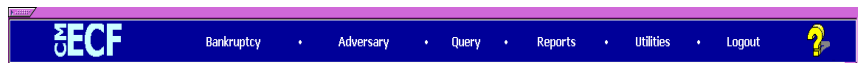


Figure 1

- STEP 2 -** The **Bankruptcy Events** screen displays.
- Click on **Motions** hyperlink. For further information on each of these categories, click the ? (**Help**) icon.
(See Figure 2)

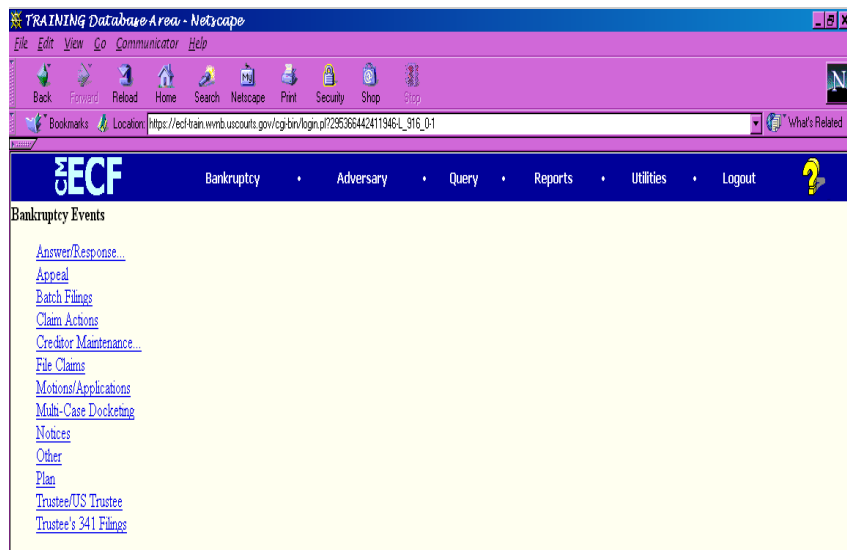


Figure 2

- STEP 3** The **Case Number** screen displays.
- Enter the case number for the appropriate case.
 - Click the **Next** button.
- (See **Figure 3**)

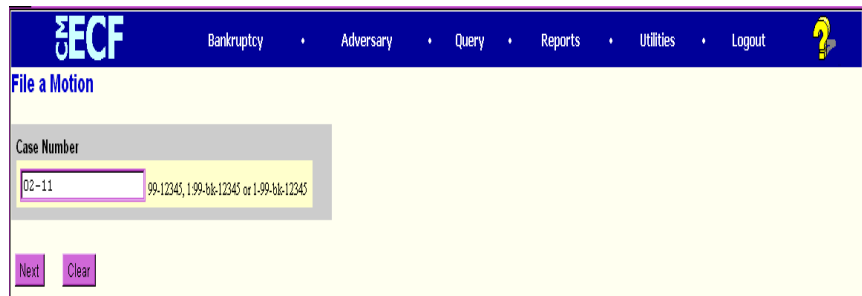
The screenshot shows the 'File a Motion' interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the title 'File a Motion' is displayed. The main content area has a light yellow background. A 'Case Number' label is positioned above a text input field. The input field contains '02-11' and has a small dropdown arrow on its right side. To the right of the input field, a hint text reads '99-12345, 199-456-12345 or 1-99-456-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 3

- STEP 4** The **Events** screen displays.
- **Verify ALL case numbers and case names.** If the case number and name do not match or is invalid, click the browser **BACK** button to re-enter the correct case number.
 - Use the down arrow to the right of the box to scroll through the **Event Type** list for the document being filed.
 - Select **Dismiss Case** from the list of events.
 - Click the **Next** button.
- (See **Figure 4**)

The screenshot shows the 'File a Motion' interface. The top navigation bar is the same as in Figure 3. Below the navigation bar, the title 'File a Motion' is displayed. The main content area has a light yellow background. A case identifier '5-02-00011 Robert W. Stuart' is displayed. Below this, a dropdown menu is open, showing a list of event types. The list includes: 'Deposit Funds into Court Registry', 'Deposit Unclaimed Funds', 'Determine Secured Status', 'Determine Tax Liability', 'Disallow Claims', 'Dismiss Case' (which is highlighted in green), 'Dismiss Case for Substantial Abuse', and 'Dismiss Party'. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Figure 4

- STEP 5** The **Joint Filing** screen displays.
- Click the radio button if this is a joint motion only.
 - Click the **Next** button.
- (See **Figure 5**)



Figure 5

- STEP 6** The **Select Party** screen displays.
- Select the party filer (The Trustee should select himself as filer).
 - Click the **Next** button.
- (See **Figure 6**)

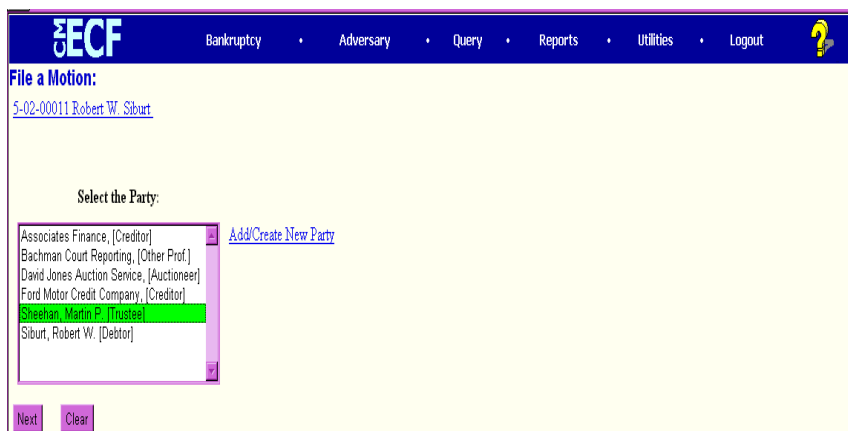


Figure 6

STEP 7

The **Association** screen displays.

- If this is an attorney/party association, click box to associate filing attorney with the filing party **OR**
- If there is no attorney association, leave box blank so that an association will not be set.
- Click the **Next** button.

(See **Figure 7**)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link to "5-02-00011 Robert W. Siburt". The main content area has a yellow background and contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case." Below this text is a checkbox labeled "Sheehan, Martin(trtr) represented by Sheehan, Martin (aty)". At the bottom of the form are two buttons: "Next" and "Clear".

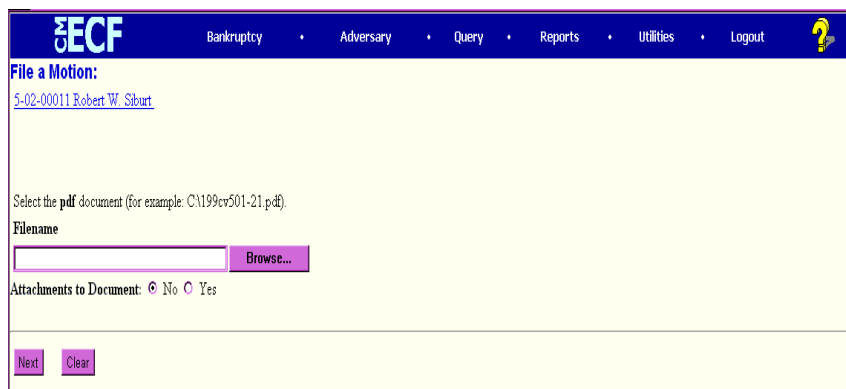
Figure 7

STEP 8

The **Select pdf** screen displays.

- Select the **.pdf file** to associate with this event. For more detailed information about creating and attaching **.pdf files**, see **section 4 on Attaching PDF Files** for instructions.
- Click the **Next** button.

(See **Figure 8**)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link to "5-02-00011 Robert W. Siburt". The main content area has a yellow background and contains the text: "Select the pdf document (for example: C:\199cv501-21.pdf)." Below this text is a label "Filename" followed by a text input field and a "Browse..." button. Below the input field is a label "Attachments to Document:" followed by radio buttons for "No" (selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8

STEP 9

The **With Certificate of Service** screen displays.

- In the next field type “**y**” if a certificate of service is attached to the pdf file; enter “**n**” if there is no certificate of service attached.
- Click the **Next** button.

(See Figure 9)

The screenshot shows the ECF 'File a Motion' interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a link to '5-02-00011 Robert W. Sheehan'. The main content area has a label 'With Certificate of Service? y or n:' followed by a text input field containing the letter 'y'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 9

STEP 10

The **Modify Docket Text:** screen displays.

- Insert a small amount of additional text information if needed. (For example: to Dismiss Case *of Elizabeth Marie Washington only* for failure
- Click the **Next** button.

(See Figure 10)

The screenshot shows the ECF 'Modify Docket Text' interface. It has the same blue navigation bar as Figure 9. Below the navigation bar, the page title is 'File a Motion:' followed by a link to '5-02-00011 Robert W. Sheehan'. The main content area has a label 'Docket Text: Modify as Appropriate.' followed by a text input field. The text in the field is 'Motion to Dismiss Case' followed by a dropdown menu showing 'Motion to Dismiss Case' and a text input field containing 'with Certificate of Service Filed by Martin P. Sheehan . (Sheehan, Martin)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 10

STEP 11

The **Docket Text: Final Text** screen displays.

- This is the **last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
- At this point, if the final docket text is incorrect, click the browser **BACK** button to find the screen needed to make the modification.
- To **abort** this transaction, click on the **Bankruptcy** menu on the **Main Menu Bar**.
- If the Docket Text is satisfactory click the **Next** button.

(See Figure 11)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[5-02-00011 Robert W. Siburt](#)

Docket Text: Final Text
Motion to Dismiss Case with Certificate of Service Filed by Martin P. Sheehan. (Sheehan, Martin)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue

Next Clear

Figure 11

STEP 12 The **Notice of Electronic Filing** screen displays and your transaction is complete.
(See Figure 12)



Figure 12

Trustee's Notice of Assets and Request for Notice to Creditors

This process shows the steps and screens required for a trustee to complete a **Trustee's Notice of Assets and Request for Notice to Creditors** on CM/ECF.

- STEP 1 -** Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.
(See Figure 1)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays.
- Click on **Trustee/US Trustee** menu. For further information on each of these categories, click the **Help** icon.

(See Figure 2)



Figure 2

- STEP 3** The **Case Number** screen displays.
- Enter the **case number** for the appropriate case.
 - Click the **Next** button.
- (See **Figure 3**)

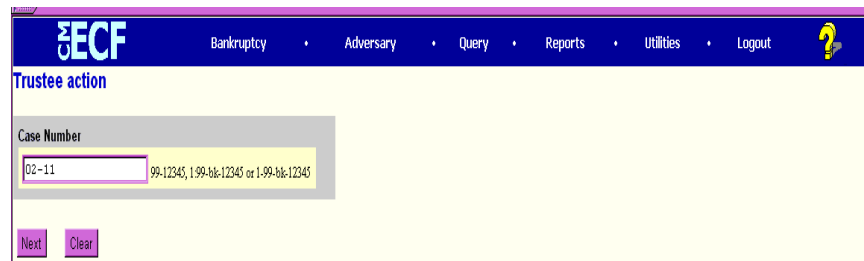
The screenshot shows the ECF Trustee action screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Trustee action". The main content area has a light yellow background. A "Case Number" label is positioned above a text input field. The input field contains "02-11" and has a placeholder text "99-12345, 199-bk-12345 or 199-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

- STEP 4** The **Events** screen displays.
- Scroll down and select **Notice of Assets** from the event list.
 - Click the **Next** button.
- (See **Figure 4**)

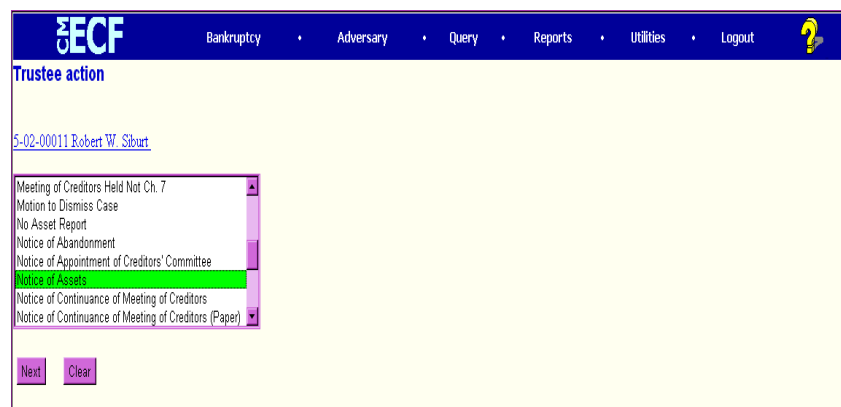
The screenshot shows the ECF Trustee action screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Trustee action". The main content area has a light yellow background. A link "5-02-00011 Robert W. Sibart" is displayed. Below the link is a list box containing several event names: "Meeting of Creditors Held Not Ch. 7", "Motion to Dismiss Case", "No Asset Report", "Notice of Abandonment", "Notice of Appointment of Creditors' Committee", "Notice of Assets", "Notice of Continuance of Meeting of Creditors", and "Notice of Continuance of Meeting of Creditors (Paper)". The "Notice of Assets" option is highlighted in green. Below the list box are two buttons: "Next" and "Clear".

Figure 4

- STEP 5** The **Select Party** screen displays.
- Select the **trustee** that is the party filer from the list.
 - Click the **Next** button.
- (See **Figure 5**)

Figure 5

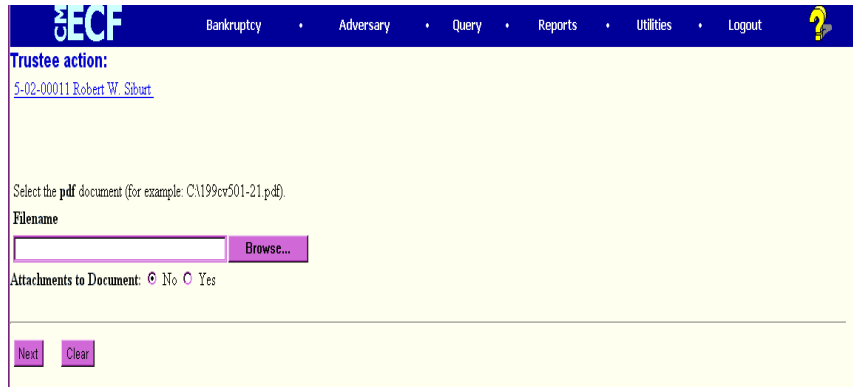
- STEP 6** The **Association** screen displays.
- If this is an attorney/party association, click box to associate filing attorney with the filing party **OR**
 - If there is no attorney association, leave box blank so that an association will not be set.
 - Click the **Next** button.
- (See **Figure 6**)

Figure 6

STEP 7

The **Select pdf** screen displays.

- Select the **.pdf file** to associate with this event. For more detailed information about creating and attaching **.pdf files**, see **Section 4 on Attaching PDF files** for instructions.
- Click the **Next** button.
(See **Figure 7**)



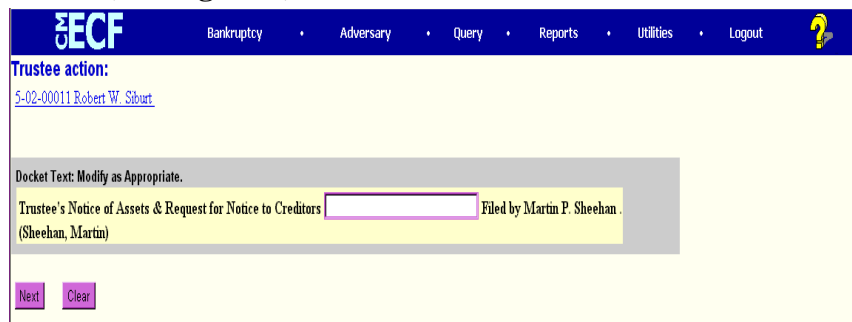
The screenshot shows the 'Select pdf' screen in the CM/ECF system. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main content area is titled 'Trustee action:' and displays the case number '5-02-00011 Robert W. Stuart'. Below this, it prompts the user to 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a text input field for the filename and a 'Browse...' button. Below the input field, there is a radio button selection for 'Attachments to Document:' with options 'No' (selected) and 'Yes'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Figure 7

STEP 8

The **Modify Docket Text** screen displays.

- You may add a small amount of additional docket text in the text box if appropriate.
- Click the **Next** button.
(See **Figure 8**)



The screenshot shows the 'Modify Docket Text' screen in the CM/ECF system. The top navigation bar is the same as in Figure 7. The main content area is titled 'Trustee action:' and displays the case number '5-02-00011 Robert W. Stuart'. Below this, there is a text box for 'Docket Text: Modify as Appropriate.' The text box contains the text 'Trustee's Notice of Assets & Request for Notice to Creditors' followed by a text input field and the text 'Filed by Martin P. Sheehan . (Sheehan, Martin)'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Figure 8

STEP 9

The **Final Docket Text** screen displays.

- This is the **last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
- If the final docket text is incorrect, click the browser **Back** button to find the screen needed to modify.
- To **abort or restart** the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.
- Click the **Next** button if the docket text is correct.
(See **Figure 9**)



Figure 9

STEP 10

The **Notice of Electronic Filing** screen displays.

Each notice will include the following:

- Who filed the document
- Date and Time
- Case name
- Case number
- Document number
- Original filename (pdf)
- Electronic document stamp
- Electronic mail recipients and manual notice lists

(See **Figure 10**)

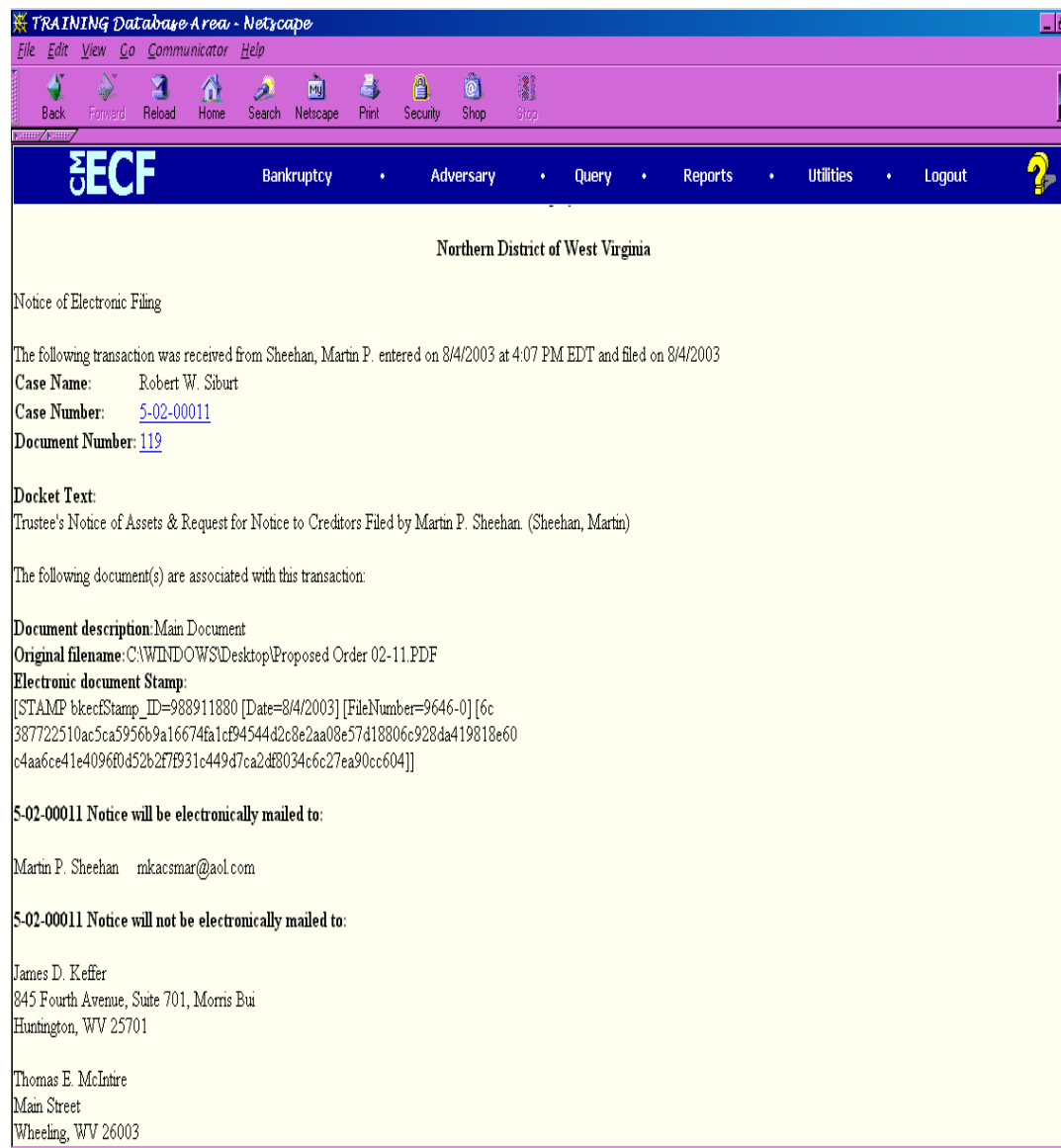


Figure 10

Motion to Sell

This process shows the steps and screens required for a trustee to complete a Motion to Sell in CM/ECF.

- STEP 1** Click on the **Bankruptcy** menu on the CM/ECF Main Menu Bar.
(See Figure 1)

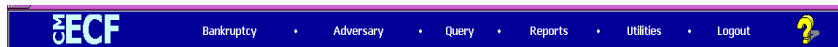


Figure 1

- STEP 2** The **Bankruptcy Events** screen displays.
- Click on the **Motions/Applications** menu.
(See Figure 2)

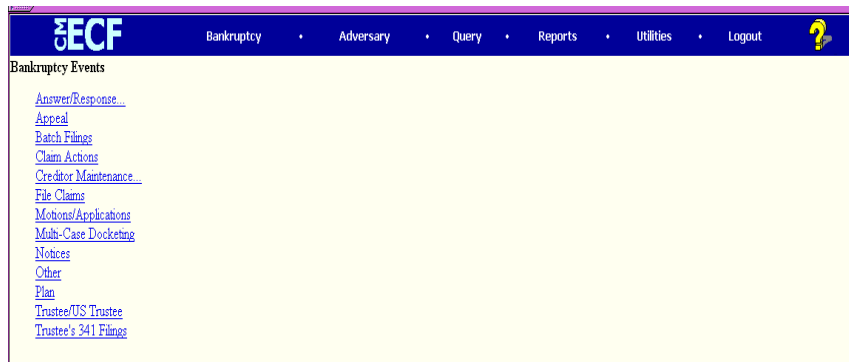


Figure 2

STEP 3

The **Case Number** screen displays.

- Enter the case number for the appropriate case.
Click the **Next** button.
(See **Figure 3**)



The screenshot shows the ECF Trustee action screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "Trustee action". Under this section is a form labeled "Case Number". The form contains a text input field with a placeholder text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

STEP 4

The **Events** screen displays.

- **Verify the Case Name and Case Number before proceeding.**
- Select **Sell** from the list of events.
- Click the **Next** button.
(See **Figure 4**)



The screenshot shows the ECF File a Motion screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "File a Motion". Under this section is a form. At the top of the form is a text input field with a placeholder text "5-02-00011 Robert W. Siburt". Below the input field is a list of events. The list is as follows:

Reopen Chapter 12 Case
Reopen Chapter 7/13 Case
Sanctions
Sell
Sell Free and Clear
Set Hearing
Set Last Day to File Proofs of Claim
Sever Chapter 11 Case

Below the list of events are two buttons: "Next" and "Clear".

Figure 4

STEP 5

The **Joint Filing** screen displays.

- If this is a joint filing with another attorney, check the box, if not, leave blank and click **Next**.
(See Figure 5)

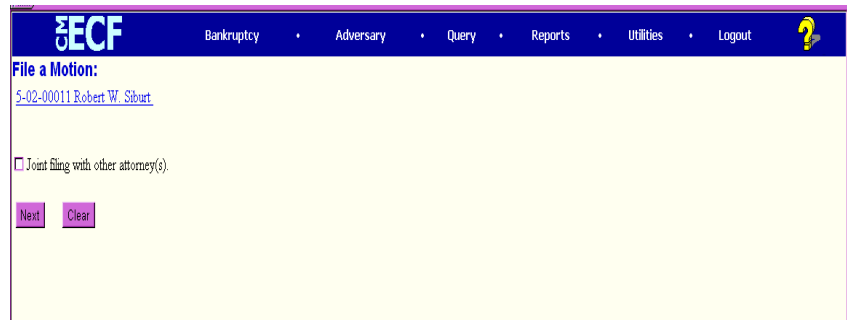


Figure 5

STEP 6

The **Select Party** screen displays.

- Select the **trustee** who is the party filer from the list.
 - Click the **Next** button.
- (See Figure 6)




Figure 6

STEP 7

The **Association** screen displays.

- If this is an attorney/party association, click the box to associate the filing attorney with the filing party **OR**
- If there is no attorney association, leave the box blank so that an association will not be set.
- Click the **Next** button.

(See **Figure 7**)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "5-02-00011 Robert W. Siburt". The main content area has a yellow background and contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "Sheehan, Martin(tr/tr) represented by Sheehan, Martin (aty)". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 7

STEP 8

The **Select pdf** screen displays.

- Select the **.pdf file** to associate with this event. For more detailed information about creating and attaching .pdf files, see Section 4 for instructions.
- Click the **Next** button.

(See **Figure 8**)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "5-02-00011 Robert W. Siburt". The main content area has a yellow background and contains the text: "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this text is a label "Filename" followed by a text input field and a "Browse..." button. Below the input field is a radio button labeled "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8

- STEP 9** The **Sell What? And Certificate of Service?** screen displays.
- Enter a brief **description of property** to be sold.
 - Enter “y” if a certificate of service is attached to the **pdf file** or enter “n” if there is no certificate of service.
 - Click the **Next** button.
- (See Figure 9)

Figure 9

- STEP 10** The **Modify Docket Text** screen displays.
- If needed, you make add something to docket text from the **Prefix Box**.
 - You may also add a small amount of text in the open text box.
 - Click the **Next** button.
- (See Figure 10)

Figure 10

- STEP 11** The **Final Docket Text** screen displays.
- This is the **Last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
 - If the final docket text is incorrect, click the **back button in your browser** to find the screen that needs modified.
 - To **Abort or restart** the transaction, click the **Bankruptcy** menu on the Main Menu Bar.
 - Click the **Next** button if correct.
- (See Figure 11)

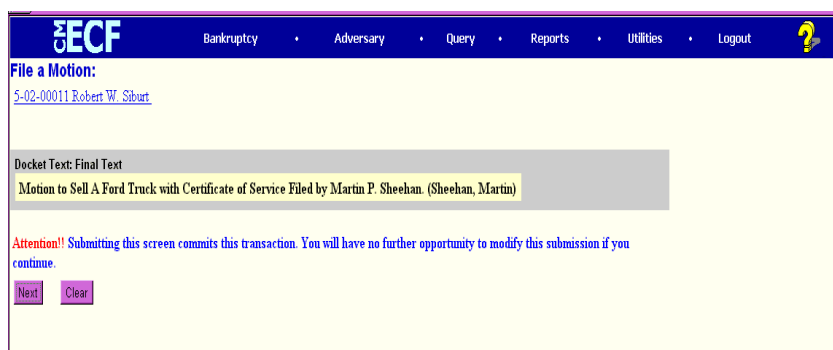


Figure 11

- STEP 12** The **Notice of Electronic Filing** displays (See Figure 12)



Figure 12

Application to Employ

This process shows the steps and screens required for a trustee to file an **Application to Employ** professionals in a case (Attorneys, Accountants, Auctioneers, etc.).

- STEP 1** Click the **Bankruptcy** menu from the Main Menu Bar.
(See Figure 1)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays.
- Click the **Motions/Applications** menu.
(See Figure 2)



Figure 2

- STEP 3** The **Case Number** screen displays.
- Enter the **Case Number**.
 - Click on the **Next** button.
- (See **Figure 3**)

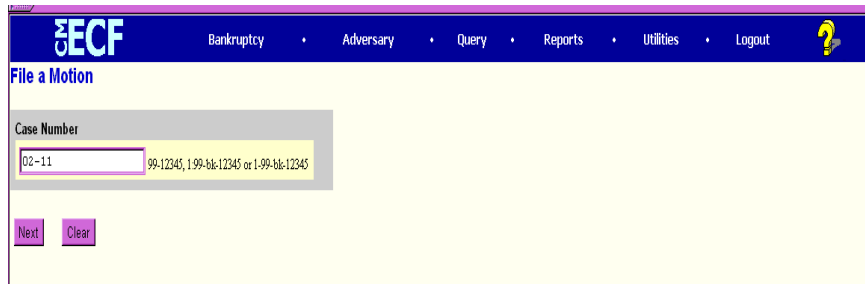
The screenshot shows the 'File a Motion' screen. At the top is a blue header with the 'ECF' logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the title 'File a Motion' is displayed. A 'Case Number' label is above a text input field containing '02-11'. To the right of the input field is a hint: '99-12345, 199-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 3

- STEP 4** The **File a Motion** screen displays.
- Use the elevator buttons to scroll down to **Employ**.
 - Click on **Employ** once to highlight.
 - Click on the **Next** button.
- (See **Figure 4**)

The screenshot shows the 'File a Motion' screen with a dropdown menu open. The menu lists several options: 'Dismiss Case for Substantial Abuse', 'Dismiss Party', 'Dismiss/Withdraw Document', 'Distribute', 'Employ' (which is highlighted in green), 'Examination', 'Expedite Hearing', and 'Extend Exclusivity Period'. The 'Next' and 'Clear' buttons are visible at the bottom of the screen.

Figure 4

STEP 5

The **Joint Filing** screen displays.

- If this is a **joint** motion, click on the radio button
 - If this is **Not a Joint** motion, leave the radio button blank
 - Click on the **Next** button.
- (See Figure 5)



Figure 5

STEP 6

The **Select the Party** screen displays.

- Select the **trustee** that is the party filer from the list.
 - Click on the **Next** button.
- (See Figure 6)



Figure 6

STEP 7

The **Party Association** screen displays.

- If this is an attorney/party association, click the check box
- If there is no attorney association, leave the box blank
- Click the **Next** button.

(See Figure 7)



Figure 7

STEP 8

The **Select the pdf document** screen displays.

- Select the **.pdf** file to associate with this event. For more detailed information about creating and attaching .pdf files, see Section 4.
- Click the **Next** button.

(See Figure 8)

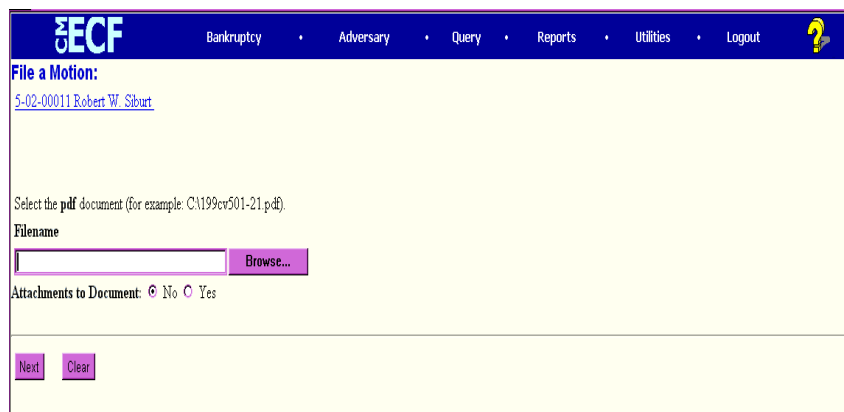


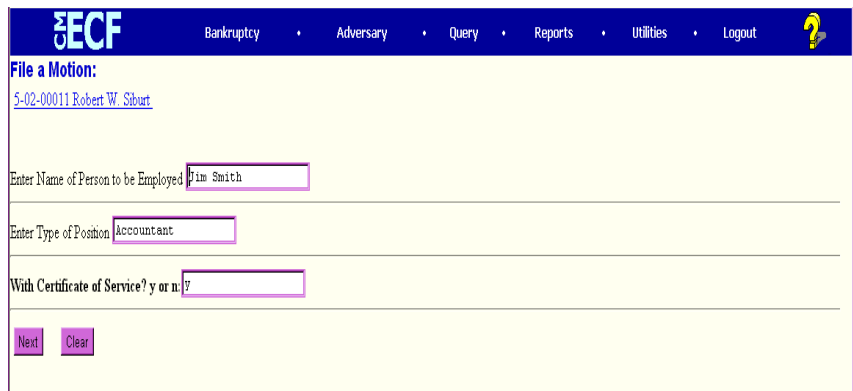
Figure 8

STEP 9

The **Professional Information** screen displays.

- Enter the **Name of the Person to be Employed**
- Enter the **Type of Position** (Attorney, Accountant, etc.)
- Click the **Next** button.

(See Figure 9)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "5-02-00011 Robert W. Siburt". The main content area is yellow and contains three input fields: "Enter Name of Person to be Employed" with the text "Jim Smith", "Enter Type of Position" with the text "Accountant", and "With Certificate of Service? y or n:" with the text "Y". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 9

STEP 10

The **Modify Docket Text** screen displays.

- If you need to add some additional docket text, you may use the open text box.
- Click the **Next** button to continue.

(See Figure 10)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "5-02-00011 Robert W. Siburt". The main content area is yellow and contains a section titled "Docket Text: Modify as Appropriate." with a dropdown menu set to "Application to Employ" and a text box containing "Jim Smith as Accountant with Certificate of Service Filed by Martin P. Sheehan . (Sheehan, Martin)". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 10

STEP 11

The **Final Docket Text** screen displays

- This is your **Last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
- If the docket text is incorrect, click on your browser's **back** button to find the screen that needs to be modified.
- To **abort or restart** the transaction, click on the **Bankruptcy menu** on the Main Menu Bar.
- Click the **Next** button if correct.

(See Figure 11)



Figure 11

STEP 12

The **Notice of Electronic Filing** displays.

(See Figure 12)

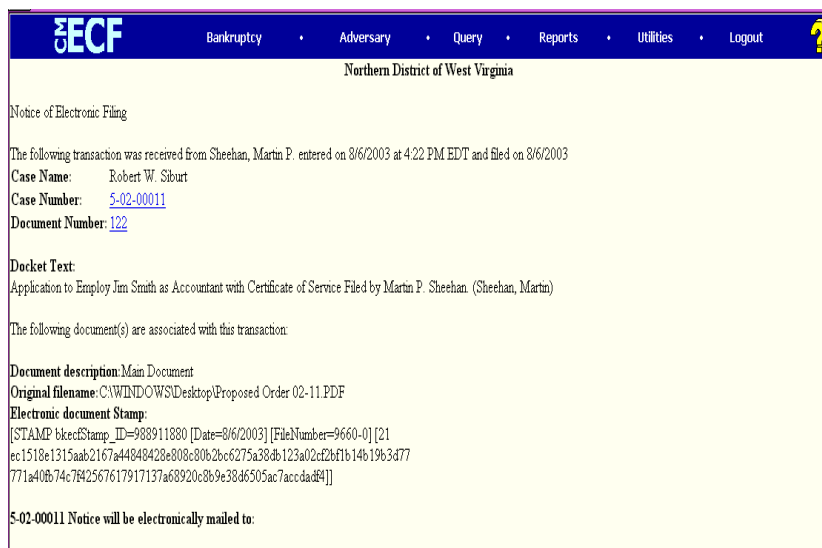


Figure 12

Certificate of Service

This process shows the steps and screens required for a trustee to file Certificate of Service in CM/ECF.

- STEP 1** Click the **Bankruptcy** menu from the Main Menu Bar.
(See Figure 1)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays.
- Click the **Other** menu.
- (See Figure 2)



Figure 2

- STEP 3** The **Case Number** screen displays.
- Enter the **Case Number**.
 - Click on the **Next** button.
- (See **Figure 3**)

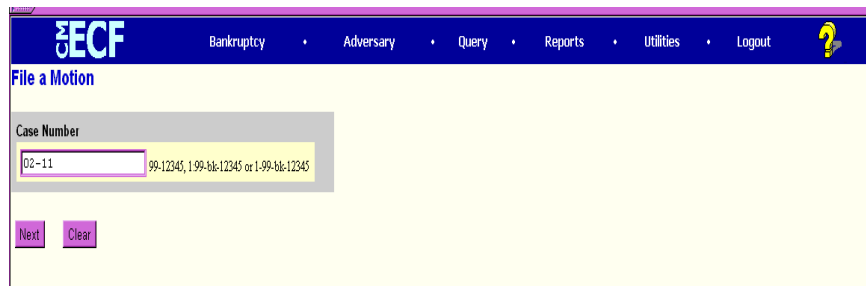
The screenshot shows the ECF Case Number screen. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header is a yellow section titled "File a Motion". Under this title is a "Case Number" label. Below the label is a text input field containing "02-11". To the right of the input field is a small yellow box containing the text "99-12345, 199-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

- STEP 4** The **Events** screen displays.
- Use the elevator buttons to scroll down to **Certificate of Service**.
 - Click once to highlight.
 - Click on the **Next** button.
- (See **Figure 4**)

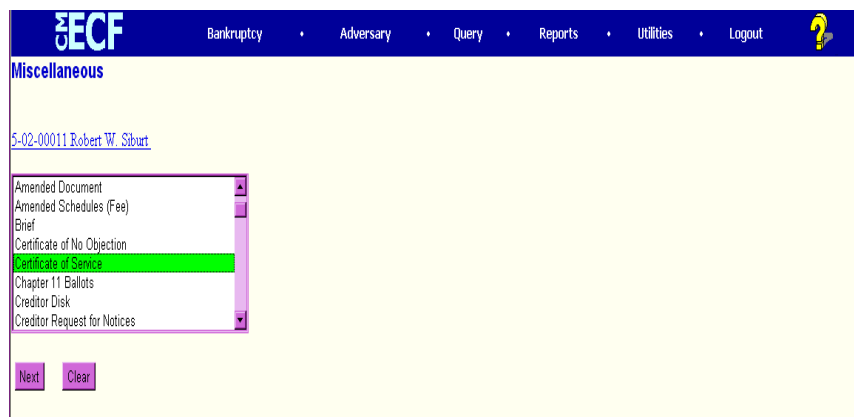
The screenshot shows the ECF Miscellaneous screen. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header is a yellow section titled "Miscellaneous". Under this title is a link "5-02-00011 Robert W. Siburt". Below the link is a list box containing the following items: "Amended Document", "Amended Schedules (Fee)", "Brief", "Certificate of No Objection", "Certificate of Service", "Chapter 11 Ballots", "Creditor Disk", and "Creditor Request for Notices". The "Certificate of Service" item is highlighted in green. Below the list box are two buttons: "Next" and "Clear".

Figure 4

STEP 5

The **Joint Filing** screen displays.

- If this is a **joint** motion, click on the radio button
- If this is **Not a Joint** motion, leave the radio button blank
- Click on the **Next** button.

(See Figure 5)



Figure 5

STEP 6

The **Select the Party** screen displays.

- Select the **trustee** that is the party filer from the list.
- Click on the **Next** button.

(See Figure 6)



Figure 6

STEP 7

The **Party Association** screen displays.

- If this is an attorney/party association, click the check box
- If there is no attorney association, leave the box blank
- Click the **Next** button.

(See Figure 7)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a link to '5-02-00011 Robert W. Siburt'. The main content area has a yellow background and contains the text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox labeled 'Sheehan, Martin(tr/tr) represented by Sheehan, Martin (aty)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

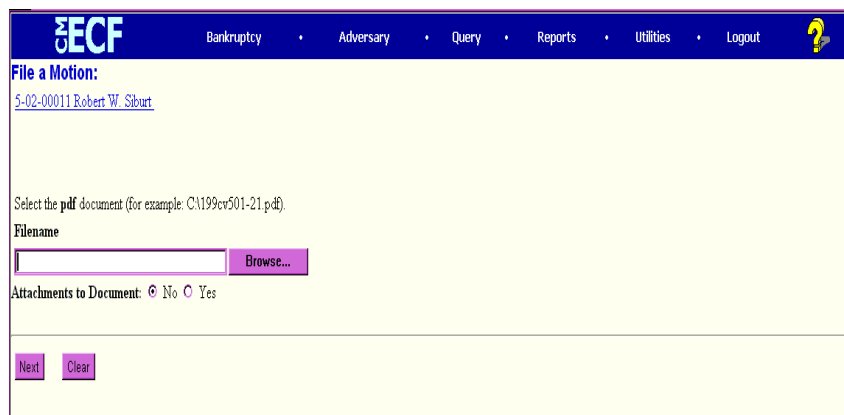
Figure 7

STEP 8

The **Select the pdf document** screen displays.

- Select the **.pdf** file to associate with this event. For more detailed information about creating and attaching .pdf files, see Section 4.
- Click the **Next** button.

(See Figure 8)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a link to '5-02-00011 Robert W. Siburt'. The main content area has a yellow background and contains the text: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this text is a label 'Filename' followed by a text input field and a 'Browse...' button. Below the input field is a label 'Attachments to Document:' followed by two radio buttons: 'No' (selected) and 'Yes'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 8

STEP 9

The **Refer to Existing Events** screen displays.

- Click in the **Checkbox** to link this certificate of service to another event.
 - Click the **Next** button.
- (See Figure 9)



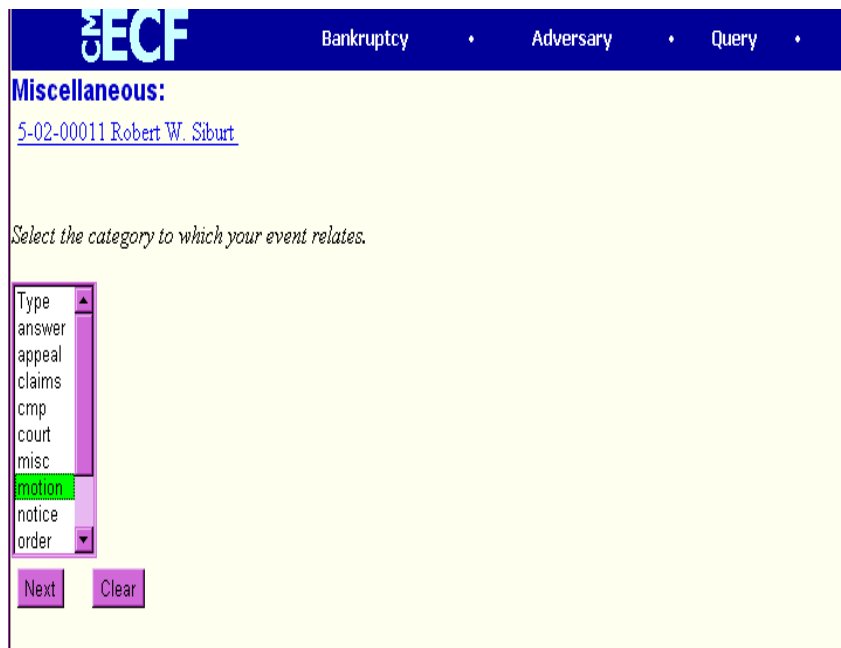
The screenshot shows the 'Miscellaneous' section of the CM/ECF interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the 'Miscellaneous' section is highlighted. A link for '5-02-00011 Robert W. Siburt' is visible. A checkbox labeled 'Refer to existing event(s)?' is checked. Below the checkbox are two buttons: 'Next' and 'Clear'.

Figure 9

STEP 10

The **Select the Appropriate Category** screen displays.

- Select the category relating to the certificate of service.
 - Click the **Next** button.
- (See Figure 10)



The screenshot shows the 'Miscellaneous' section of the CM/ECF interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, and Query. Below this, the 'Miscellaneous' section is highlighted. A link for '5-02-00011 Robert W. Siburt' is visible. Below the link, the text 'Select the category to which your event relates.' is displayed. A dropdown menu is open, showing a list of categories: Type, answer, appeal, claims, cmp, court, misc, motion, notice, and order. The 'motion' category is highlighted in green. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Figure 10

STEP 11

The **Linking** screen displays.

- Click on the **checkbox** next to the event your certificate of service links to.
- Click the **Next** button.
(See **Figure 11**)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and tabs for Bankruptcy, Adversary, and Query. Below the navigation bar is a list of events, each with a checkbox, a date, a case number, and a description. The events are as follows:

Checkbox	Date	Case Number	Description
<input type="checkbox"/>	04/16/2002	29	Motion to Waive Pay Order Filed by Robert W. Siburt. (JB,)
<input type="checkbox"/>	04/16/2002	31	Motion to Sell 2000 Honda Civic to Chris Daniel for the amount of \$12,000 Filed by Martin P. Sheehan. (BW,)
<input type="checkbox"/>	04/16/2002	32	Motion to Set Hearing Filed by Robert W. Siburt. (BW,)
<input type="checkbox"/>	04/16/2002	36	Amended Application Filed by Robert W. Siburt (related document(s)[12]). (BW,)
<input type="checkbox"/>	04/16/2002	37	Amended Motion Filed by Robert W. Siburt (related document(s)[8]). (BW,)
<input type="checkbox"/>	04/23/2002	50	Motion to Sever Chapter 7 Case. Receipt Number 33333, Fee Amount \$77.50. Filed by Robert W. Siburt. (PG,)
<input type="checkbox"/>	04/23/2002	51	Motion To Stay Filed by Ford Motor Credit Company. (PG,)
<input type="checkbox"/>	04/23/2002	54	Motion to Change Venue Filed by Robert W. Siburt. (PG,)
<input type="checkbox"/>	04/23/2002	55	Motion to Change Venue Filed by Robert W. Siburt. (PG,)
<input type="checkbox"/>	04/23/2002	56	Motion to Dismiss Case Filed by Martin P. Sheehan. (PG,)
<input type="checkbox"/>	04/23/2002	57	Motion to Vacate Motion to Transfer Case Filed by Robert W. Siburt. (PG,)
<input type="checkbox"/>	04/23/2002	58	Motion to Vacate Discharge Filed by Ford Motor Credit Company. (PG,)
<input type="checkbox"/>	04/23/2002	59	Motion to Waive Appearance at 341 Meeting Filed by Robert W. Siburt. (PG,)
<input type="checkbox"/>	07/11/2003	109	Motion for Relief from Stay . Receipt Number o, Fee Amount \$75. Filed by Warning: party not known. (Kacsmar, Marcie) Additional attachment(s) added on 7/11/2003 (Kacsmar, Marcie).
<input type="checkbox"/>	08/04/2003	117	Motion to Dismiss Case with Certificate of Service Filed by Martin P. Sheehan. (Sheehan, Martin)
<input type="checkbox"/>	08/06/2003	121	Motion to Sell A Ford Truck with Certificate of Service Filed by Martin P. Sheehan. (Sheehan, Martin)
<input type="checkbox"/>	08/06/2003	122	Application to Employ Jim Smith as Accountant with Certificate of Service Filed by Martin P. Sheehan. (Sheehan, Martin)

At the bottom of the list, there are two buttons: **Next** and **Clear**.

Figure 11

STEP 12

The **Modify Docket Text** screen displays.

- If you need to add some additional docket text, you may use the open text box.
- Click the **Next** button to continue.
(See Figure 12)

Figure 12

STEP 13

The **Final Docket Text** screen displays

- This is your **Last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
- If the docket text is incorrect, click on your browser's **back** button to find the screen that needs to be modified.
- To **abort or restart** the transaction, click on the **Bankruptcy menu** on the Main Menu Bar.
- Click the **Next** button if correct.
(See Figure 13)

Figure 13

STEP 14 **The Notice of Electronic Filing displays.**
(See Figure 14)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

U.S. Bankruptcy Court

Northern District of West Virginia

Notice of Electronic Filing

The following transaction was received from Sheehan, Martin P. entered on 8/7/2003 at 9:38 AM EDT and filed on 8/7/2003

Case Name: Robert W. Siburt

Case Number: [5-02-00011](#)

Document Number: [123](#)

Docket Text:
Certificate of Service Filed by Martin P. Sheehan (related document(s)[122] Application to Employ filed by Trustee Martin P. Sheehan). (Sheehan, Martin)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\WINDOWS\Desktop\Proposed Order 02-11.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=988911880 [Date=8/7/2003] [FileNumber=9663-0] [3d e72ac542a2445398b2d4e5052f8f55ed450ada4f0065fd53c5493bdaed68630ffef08 1c976d9e46f3f435bdc065025254c45412f08dd65960fac59d91304]]

5-02-00011 Notice will be electronically mailed to:

Martin P. Sheehan mkacsmar@aol.com

5-02-00011 Notice will not be electronically mailed to:

James D. Keffer
845 Fourth Avenue, Suite 701, Morris Bui

Figure 14

Objection to Claim

This process shows the steps and screens required for a trustee to file an Objection to Claim in CM/ECF.

- STEP 1** Click the **Bankruptcy** menu from the Main Menu Bar.
(See Figure 1)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays.
- Click the **Claims Action** menu.
(See Figure 2)



Figure 2

- STEP 3** The **Case Number** screen displays.
- Enter the **Case Number**.
 - Click on the **Next** button.
- (See **Figure 3**)

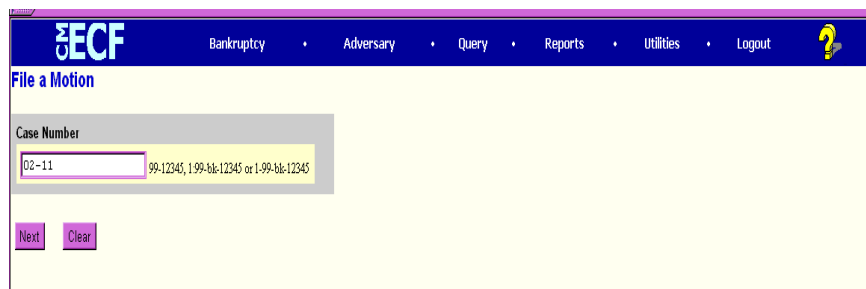


Figure 3

- STEP 4** The **File a Claim Action** screen displays.
- Click on **Objection to Claim**.
 - Click on the **Next** button.
- (See **Figure 4**)



Figure 4

STEP 5

The **Joint Filing** screen displays.

- If this is a **joint** motion, click on the radio button
- If this is **Not a Joint** motion, leave the radio button blank
- Click on the **Next** button.

(See **Figure 5**)



The screenshot shows the 'File a Motion' screen in the CM/ECF system. The header bar is blue with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The main content area is white. It displays 'File a Motion:' followed by the case number '5-02-00011 Robert W. Siburt'. Below this is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom, there are two buttons: 'Next' (highlighted in yellow) and 'Clear'.

Figure 5

STEP 6

The **Select the Party** screen displays.

- Select the **trustee** that is the party filer from the list.
- Click on the **Next** button.

(See **Figure 6**)



The screenshot shows the 'Select the Party' screen in the CM/ECF system. The header bar is blue with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The main content area is white. It displays 'Select the Party:' followed by a list box containing the following parties: Associates Finance, [Creditor]; Bachman Court Reporting, [Other Prof]; David Jones Auction Service, [Auctioneer]; Ford Motor Credit Company, [Creditor]; Sheehan, Martin P. (Trustee) (highlighted in green); and Siburt, Robert W. [Debtor]. To the right of the list box is a link 'Add/Create New Party'. At the bottom, there are two buttons: 'Next' (highlighted in yellow) and 'Clear'.

Figure 6

STEP 7

The **Party Association** screen displays.

- If this is an attorney/party association, click the check box
- If there is no attorney association, leave the box blank
- Click the **Next** button.

(See **Figure 7**)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a link '5-02-00011 Robert W. Siburt'. The main content area has a yellow background and contains the text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case.' Below this text is a checkbox labeled 'Sheehan, Martin(trn) represented by Sheehan, Martin (aty)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

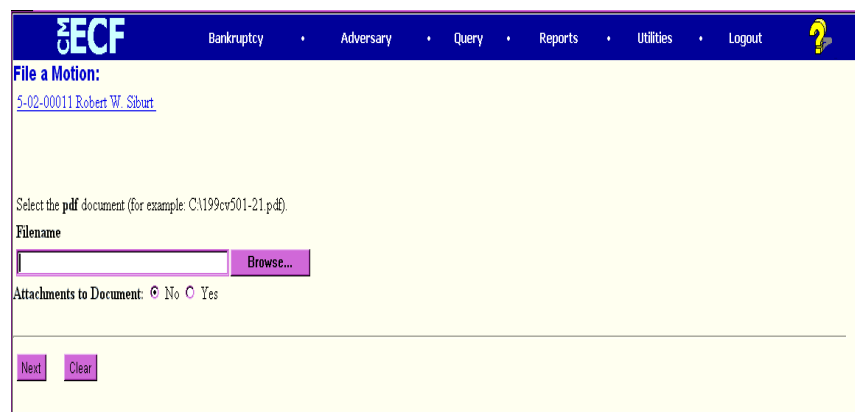
Figure 7

STEP 8

The **Select the pdf document** screen displays.

- Select the **.pdf** file to associate with this event. For more detailed information about creating and attaching .pdf files, see Section 4.
- Click the **Next** button.

(See **Figure 8**)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a link '5-02-00011 Robert W. Siburt'. The main content area has a yellow background and contains the text: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this text is a label 'Filename' followed by a text input field and a 'Browse...' button. Below the input field is a label 'Attachments to Document:' followed by two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 8

- STEP 9** The **Refer to Existing Events** screen displays.
- **DO NOT** click in the **Checkbox** to link this Objection to Claim to another event.
 - Read the message that appears on the screen
 - Click the **Next** button.
- (See Figure 9)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Claim action:" followed by a link "5-02-00011 Robert W. Stuart". The main content area has a yellow background. It contains a checkbox labeled "Refer to existing event(s)" which is currently unchecked. Below the checkbox, there is a text prompt: "Complete The Docket Window With The Name Of The Claim To Which You Are Objecting." At the bottom of this section are two buttons: "Next" and "Clear".

Figure 9

- STEP 10** The **Modify Docket Text** screen displays.
- Add the **Claim Information** in the open text box.
 - Click the **Next** button to continue.
- (See Figure 10)

The screenshot shows the ECF "Modify Docket Text" screen. The top navigation bar is the same as in Figure 9. The page title is "File a Claim action:" followed by a link "5-02-00011 Robert W. Stuart". The main content area has a yellow background. It features a grey box with the text "Docket Text: Modify as Appropriate." Below this is a dropdown menu showing "Objection to Claim" and a text input field containing "10 Filed by Sears;". To the right of the input field is the text "Filed by Martin P. Sheehan . (Sheehan, Martin)". At the bottom of the grey box are two buttons: "Next" and "Clear".

Figure 10

STEP 11

The **Final Docket Text** screen displays

- This is your **Last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
- If the docket text is incorrect, click on your browser's **back** button to find the screen that needs to be modified.
- To **abort or restart** the transaction, click on the **Bankruptcy menu** on the Main Menu Bar.
- Click the **Next** button if correct.
(See Figure 11)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[5-02-00011 Robert W. Sturt](#)

Docket Text: Final Text
 Objection to Claim 10 Filed by Sears; Filed by Martin P. Sheehan. (Sheehan, Martin)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 11

STEP 12

The **Notice of Electronic Filing** displays.
(See Figure 12)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Northern District of West Virginia

Notice of Electronic Filing

The following transaction was received from Sheehan, Martin P. entered on 8/7/2003 at 9:56 AM EDT and filed on 8/7/2003

Case Name: Robert W. Sturt
Case Number: [5-02-00011](#)
Document Number: [124](#)

Docket Text:
 Objection to Claim 10 Filed by Sears; Filed by Martin P. Sheehan. (Sheehan, Martin)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\WINDOWS\Desktop\Proposed Order 02-11.PDF
Electronic document Stamp:
 [STAMP bkecfStamp_ID=988911880 [Date=8/7/2003] [FileNumber=9669-0] [a021354af27a96ff23181073a26832a4f1aa7deed8b94ea8b86faac7ceb97038f8b2ff5c7685942534d86816e08238b655ef189d481f730041c0a8f1b4802c6]]

5-02-00011 Notice will be electronically mailed to:
 Martin P. Sheehan mkacsma@aol.com

5-02-00011 Notice will not be electronically mailed to:
 James D. Keffer
 845 Fourth Avenue, Suite 701, Morris Eui
 Huntington, WV 25701
 Thomas E. McIntire
 Main Street
 Wheeling, WV 26003

Figure 12

File a Claim

This process shows the steps and screens required for a trustee to File a Claim in CM/ECF.

- STEP 1** Click the **Bankruptcy** menu from the Main Menu Bar.
(See Figure 1)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays.
- Click the **File Claims** menu.
- (See Figure 2)



Figure 2

- STEP 3** The **Search for Creditor** screen displays.
- Enter the **Case Number**.
 - **DO NOT** Enter the **Name of Creditor**.
 - Click on the **Next** button.
- (See Figure 3)



The screenshot shows the 'Search for Creditor' screen. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the title 'Search for Creditor' is displayed. The form contains three input fields: 'Case Number' with the value '02-11', 'Name of creditor' which is empty, and 'Type of creditor' with a dropdown menu set to 'Creditor'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 3

- STEP 4** The **Select a Creditor for Claim** screen displays.
- Select the appropriate creditor from the list
AND PROCEED TO STEP 10
 - If the creditor is not on the list, click on **Add Creditor**.
- (See Figure 4)



The screenshot shows the 'Creditor Processing' screen. It has the same blue navigation bar as Figure 3. The title 'Creditor Processing' is displayed. The form contains a 'Case Number' field with the value '02-11'. To the right of this field is a text box containing the text '99-12345, 199-99-12345 or 1-99-99-12345'. Below the form are two buttons: 'Next' and 'Clear'.

Figure 4

- STEP 5** The **Creditor Processing** screen displays
- Verify the case number
 - Click the **Next** button.
- (See Figure 5)

Figure 5

- STEP 6** The **Add Creditor** screen displays.
- Type in the creditors name and address
 - Click the radio button for **yes** if the creditor is on the creditor's committee.
 - Click the radio button for **last entry**
 - Click the **Next** button
- (See Figure 6)

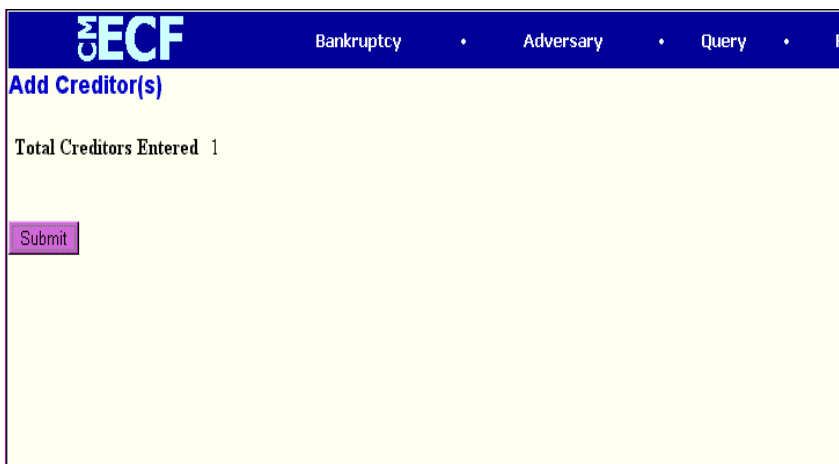
Figure 6

STEP 7

The **Total Creditors added** screen displays

- Click **Submit** if you wish to commit this to the system
- If not, click the back button or choose another menu selection

(See Figure 7)



ECF Bankruptcy • Adversary • Query • Reports

Add Creditor(s)

Total Creditors Entered 1

Submit

Figure 7

STEP 8

The **Creditors Receipt** screen displays

- Click on the **File a Proof of Claim** hyperlink to continue filing your claim.

(See Figure 8)



ECF Bankruptcy • Adversary • Query • Reports

Creditors Receipt

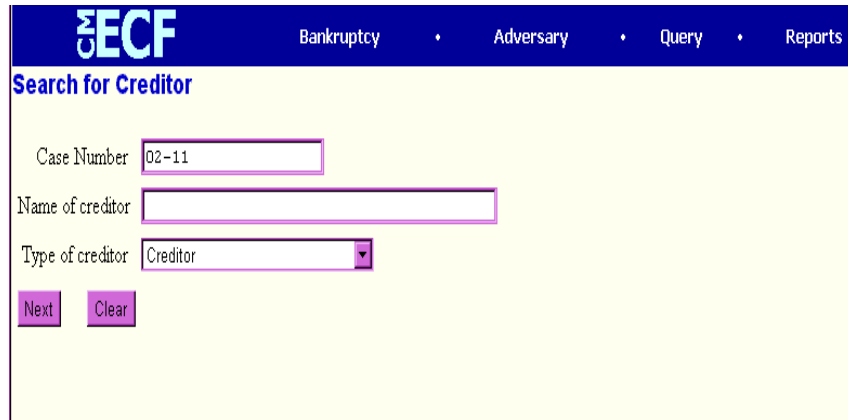
Case Number	02-11
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 8

- STEP 9** The **Search for Creditor** screen displays
- Verify the Case number
 - **Do Not** type in a creditor
 - Click the **Next** button
- (See figure 9)



The screenshot shows the 'Search for Creditor' interface. At the top is a blue header with the 'ECF' logo and navigation links: 'Bankruptcy', 'Adversary', 'Query', and 'Reports'. Below the header, the title 'Search for Creditor' is displayed. The form contains three input fields: 'Case Number' with the value '02-11', 'Name of creditor' which is empty, and 'Type of creditor' with a dropdown menu showing 'Creditor'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 9

- STEP 10** The **Select a creditor for claim** screen displays
- Choose the Creditor from the list
 - Click the **Next** button
- (See Figure 10)



The screenshot shows the 'Select a Creditor for Claim' interface. It has the same blue header as Figure 9. Below the header, the title 'Select a Creditor for Claim' is displayed. The form shows the case information 'Case 5-02-00011: Robert W. Siburt'. Below this is a dropdown menu with the selected creditor '692 - Martin P. Sheehan - 101 Main Street Wheeling, WV 26003'. There is a link labeled 'Add Creditor' below the dropdown. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 10

STEP 11 The **Proof of Claim Information** screen displays

- Type in the necessary information
- **DO NOT USE DOLLAR SIGNS**
- Click the **Next** button
(See Figure 11)






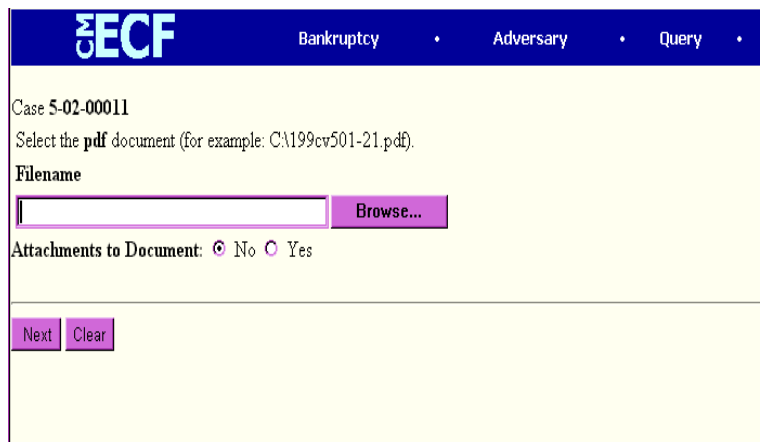
 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 				
Proof Of Claim Information For				
692 - Martin P. Sheehan 101 Main Street Wheeling, WV 26003				
Case Number: 5-02-00011	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Creditor 
Last Date To File: 07/05/2002	Last Date To File (Govt): 12/02/2002	Date Filed: 08/07/2003	Late: No 	Status: 
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority 100.00	Unknown <input type="text"/>	Total (Display Only) 100.00
Amount Allowed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Description:	Administrative			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

Figure 11

STEP 12

The **Select the pdf document** screen displays.

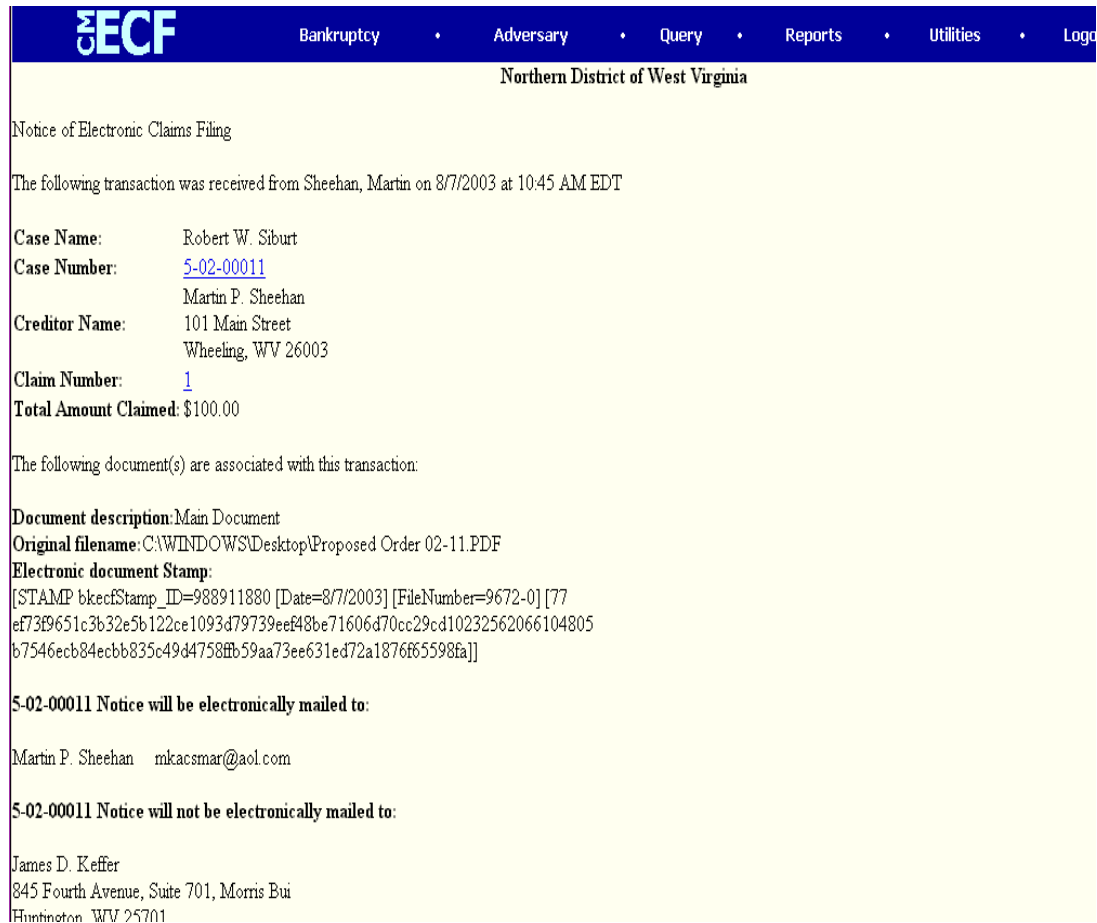
- Select the .pdf file to associate with this claim. For more detained information about creating and attaching .pdf files, see Section 4.
- Click the **Next** button.
(See **Figure 12**)



The screenshot shows a web interface for the CM/ECF system. At the top is a blue header with the 'ECF' logo and navigation links for 'Bankruptcy', 'Adversary', and 'Query'. Below the header, the case number 'Case 5-02-00011' is displayed. The main instruction is 'Select the pdf document (for example: CA199cv501-21.pdf)'. There is a section labeled 'Filename' with a text input field and a 'Browse...' button. Below this, there is a section for 'Attachments to Document' with radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 12

STEP 13 **The Notice of Electronic Claims Filing screen displays.**
(See Figure 13)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Log

Northern District of West Virginia

Notice of Electronic Claims Filing

The following transaction was received from Sheehan, Martin on 8/7/2003 at 10:45 AM EDT

Case Name: Robert W. Siburt
Case Number: [5-02-00011](#)
 Martin P. Sheehan
Creditor Name: 101 Main Street
 Wheeling, WV 26003
Claim Number: [1](#)
Total Amount Claimed: \$100.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\WINDOWS\Desktop\Proposed Order 02-11.PDF
Electronic document Stamp:
 [STAMP bkecfStamp_ID=988911880 [Date=8/7/2003] [FileNumber=9672-0] [77
 ef73f9651c3b32e5b122ce1093d79739ee48be71606d70cc29cd10232562066104805
 b7546ecb84ecb835c49d4758fb59aa73ee631ed72a1876f65598fa]]

5-02-00011 Notice will be electronically mailed to:

Martin P. Sheehan mkacsmar@aol.com

5-02-00011 Notice will not be electronically mailed to:

James D. Keffer
 845 Fourth Avenue, Suite 701, Morris Bui
 Huntington WV 25701

Figure 13

Application for Compensation

This process shows the steps and screens required for a trustee to file an **Application for Compensation** so that his attorney can be paid is described below.

- STEP 1** Click the **Bankruptcy** menu from the Main Menu Bar.
(See Figure 1)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays.
- Click the **Motions/Applications** menu.
(See Figure 2)



Figure 2

- STEP 3** The **Case Number** screen displays.
- Enter the **Case Number**.
 - Click on the **Next** button.
- (See **Figure 3**)

The screenshot shows the 'File a Motion' screen. At the top is a blue header with the 'ECF' logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the title 'File a Motion' is displayed. A 'Case Number' label is above a text input field containing '02-11'. To the right of the input field is a hint: '99-12345, 199-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 3

- STEP 4** The **File a Motion** screen displays.
- Use the elevator buttons to scroll down to **Compensation**.
 - Click on **Compensation** once to highlight.
 - Click on the **Next** button.
- (See **Figure 4**)

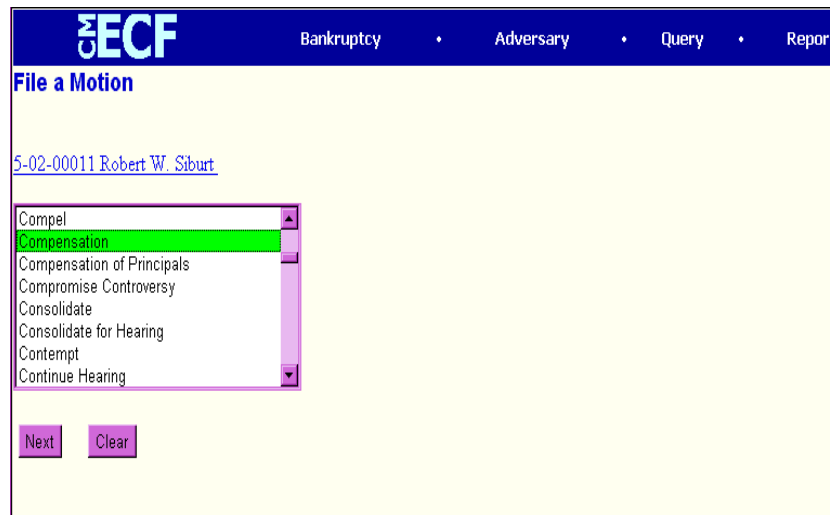
The screenshot shows the 'File a Motion' screen. The header and title are the same as in Figure 3. Below the title, the case number '5-02-00011 Robert W. Siburt' is displayed. A dropdown menu is open, showing a list of motion types: Compel, Compensation (highlighted in green), Compensation of Principals, Compromise Controversy, Consolidate, Consolidate for Hearing, Contempt, and Continue Hearing. Below the dropdown menu are 'Next' and 'Clear' buttons.

Figure 4

STEP 5

The **Joint Filing** screen displays.

- If this is a **joint** motion, click on the radio button
- If this is **Not a Joint** motion, leave the radio button blank
- Click on the **Next** button.

(See Figure 5)



Figure 5

STEP 6

The **Select the Party** screen displays.

- Select the **trustee** that is the party filer from the list.
- Click on the **Next** button.

(See Figure 6)



Figure 6

STEP 7

The **Party Association** screen displays.

- If this is an attorney/party association, click the check box
- If there is no attorney association, leave the box blank
- Click the **Next** button.

(See Figure 7)



The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main heading is "File a Motion:" followed by a link to "5-02-00011 Robert W. Siburt". Below this, a message states: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". A checkbox is present next to the text "Sheehan, Martin(tr) represented by Sheehan, Martin (at)". At the bottom of the form are two buttons: "Next" and "Clear".

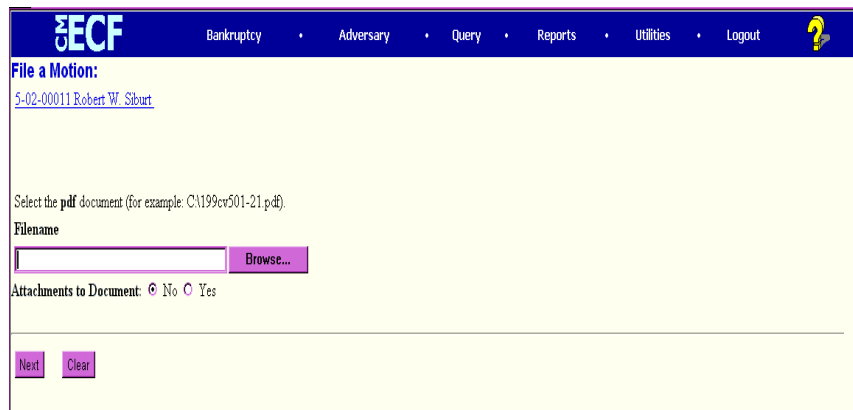
Figure 7

STEP 8

The **Select the pdf document** screen displays.

- Select the **.pdf** file to associate with this event. For more detailed information about creating and attaching .pdf files, see Section 4.
- Click the **Next** button.

(See Figure 8)



The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main heading is "File a Motion:" followed by a link to "5-02-00011 Robert W. Siburt". Below this, a message states: "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a text input field labeled "Filename" and a "Browse..." button next to it. Below the input field, there is a radio button selection for "Attachments to Document:" with options "No" and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8

- STEP 9** The **With Certificate of Service** screen displays.
- Type 'y' or 'n' in text box
 - Click the **Next** button.
- (See Figure 9)



The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below the navigation bar, the page title is "File a Motion:" followed by a link "5-02-00011 Robert W. Siburt". The main content area has a label "With Certificate of Service? y or n:" followed by a text input box containing the letter "y". Below the input box are two buttons: "Next" and "Clear".

Figure 9

- STEP 10** The **Verification** screen displays
- Click **Next** to continue
- (See Figure 10)



The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below the navigation bar, the page title is "File a Motion:" followed by a link "5-02-00011 Robert W. Siburt". The main content area has two buttons: "Next" and "Clear".

Figure 10

- STEP 11** The **Compensation screen** displays
- Under the **Type** box, find the party's type (Trustee's Attorney) for the party receiving compensation
 - Check the **Filer Box**
 - Type in the **Date Range** in the From and To boxes
 - Type in the **Amount of Fees** requested and the **Amount of Expenses** requested.
 - Click **Next** to continue
(See Figure 11)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion:
[5-02-00011 Robert W. Siburt](#)

Applicant Martin P. Sheehan Type

☒ Filer

From To

Fee request \$ Expense request \$

Figure 11

- STEP 12** The **Modify Docket Text** screen displays.
- If you need to add some additional docket text, you may use the open text box.
 - Click the **Next** button to continue.
- (See Figure 12)

The screenshot shows the 'Modify Docket Text' screen. At the top is a blue navigation bar with the 'ECF' logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below the bar, the text 'File a Motion:' is followed by a link '5-02-00011 Robert W. Siburt'. The main area has a grey header 'Docket Text: Modify as Appropriate.' and a text input field containing 'Application for Compensation' followed by a text box and the text 'for Martin P. Sheehan , Trustee's Attorney, Period: 4/1/2003 to 7/31/2003, Fees: \$1000, Expenses: \$100. with Certificate of Service Filed by Martin P. Sheehan . (Sheehan, Martin)'. At the bottom are 'Next' and 'Clear' buttons.

Figure 12

- STEP 13** The **Final Docket Text** screen displays
- This is your **Last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
 - If the docket text is incorrect, click on your browser's **back** button to find the screen that needs to be modified.
 - To **abort or restart** the transaction, click on the **Bankruptcy menu** on the Main Menu Bar.
 - Click the **Next** button if correct.
- (See Figure 13)

The screenshot shows the 'Final Docket Text' screen. It has the same blue navigation bar as Figure 12. Below the bar, the text 'File a Motion:' is followed by a link '5-02-00011 Robert W. Siburt'. The main area has a grey header 'Docket Text: Final Text' and a text input field containing 'Application for Compensation for Martin P. Sheehan, Trustee's Attorney, Period: 4/1/2003 to 7/31/2003, Fees: \$1000, Expenses: \$100. with Certificate of Service Filed by Martin P. Sheehan. (Sheehan, Martin)'. Below the text box is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are 'Next' and 'Clear' buttons.

Figure 13

STEP 14 **The Notice of Electronic Filing displays.**
(See Figure 14)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

U.S. Bankruptcy Court

Northern District of West Virginia

Notice of Electronic Filing

The following transaction was received from Sheehan, Martin P. entered on 8/7/2003 at 12:55 PM EDT and filed on 8/7/2003

Case Name: Robert W. Siburt

Case Number: [5-02-00011](#)

Document Number: [127](#)

Docket Text:
Application for Compensation for Martin P. Sheehan, Trustee's Attorney, Period: 4/1/2003 to 7/31/2003, Fees: \$1000, Expenses: \$100. with Certificate of Service Filed by Martin P. Sheehan. (Sheehan, Martin)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\WINDOWS\Desktop\Proposed Order 02-11.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=988911880 [Date=8/7/2003] [FileNumber=9686-0] [3f287baf07116d33dc84087770bab41926779f7e2ae8b3d9cac6ae6350bffe4c3292f680390fbad80efd71a5c8de0b22041a8d1f22a947ccddba4218cae8ebf8]]

5-02-00011 Notice will be electronically mailed to:

Martin P. Sheehan mkacsmar@aol.com

5-02-00011 Notice will not be electronically mailed to:

James D. Keffer
845 Fourth Avenue, Suite 701, Morris Bui
Huntington WV 25701

Figure 14

File an Adversary Proceeding

This process shows the steps and screens required for a trustee to file an **Adversary Proceeding** in CM/ECF.

- STEP 1** Click the **Adversary** menu from the Main Menu Bar.
(See Figure 1)



Figure 1

- STEP 2** The **Adversary Events** screen displays.
- Click on **Open an AP Case** .
(See Figure 2)



Figure 2

STEP 3

The **Open Adversary Case** screen displays

- Choose the correct **Office**, using the office of the corresponding Bankruptcy Case
- Click **Next** to continue
(See Figure 3)



Figure 3

STEP 4

The **Search for Party** screen displays

- Type in your last name (since Trustee will be the plaintiff)
- Click **Search** to continue
(See Figure 4)

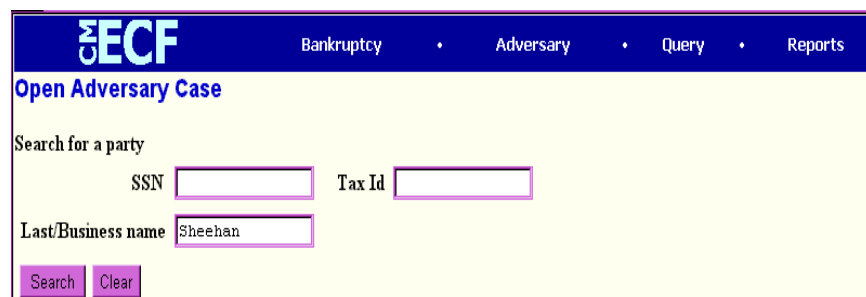


Figure 4

STEP 5

The **Party Search Results** screen displays

- If your party is on the list, choose them
- Then Click **Select Name From List**

(See **Figure 5**)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, and Rep. Below the navigation bar is a yellow background area. The section is titled "Search for a party". It contains three input fields: "SSN", "Tax Id", and "Last/Business name". Below these fields are two buttons: "Search" and "Clear". The section is titled "Party search results". It shows a list of results, with "Sheehan, Martin P." highlighted in green. Below the list are two buttons: "Select name from list" and "Create new party".

Figure 5

- STEP 6** The **Party Information** screen displays
- Change the address if necessary
 - Be sure to change the **Role type to Plaintiff**
 - If necessary, add an attorney, by clicking on the attorney button
 - When finished, click **Submit**
(See Figure 6)

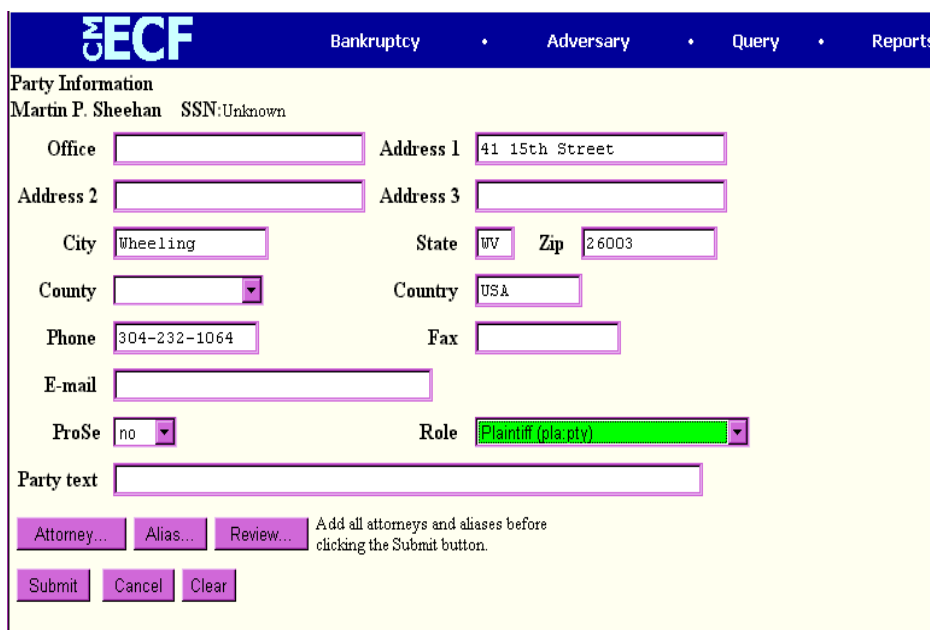


Figure 6

- STEP 7** The **Search for Party** screen displays again
- Type in the **Defendant's Last Name** and click search
(See Figure 7)

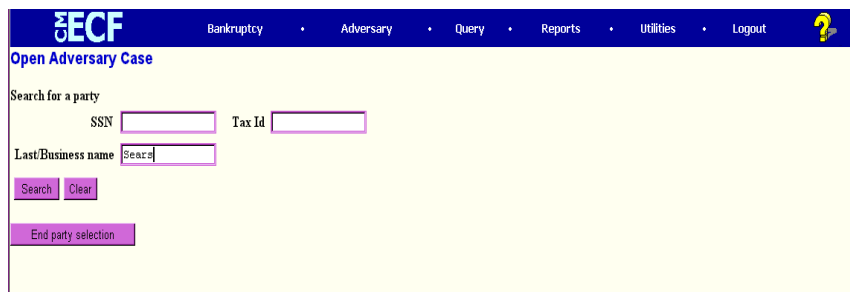


Figure 7

STEP 8

The **Party Search Results** screen displays

- If your defendant is not listed, click on **Create New Party** (See Figure 8)

Figure 8

STEP 9

The **Party Information** screen displays

- Type in the necessary information
- Be sure to change the role type to **Defendant**
- Do not add an attorney for the Defendant
- Click on **Submit** when finished (See Figure 9)

Figure 9

STEP 10 The **Search for a party** screen displays again
If you are finished adding all defendants, click on **End Party Selection**

STEP 11 The **SARD Adversary Information** screen displays

- Using the drop down boxes, change the information as needed
(See Figure 10)

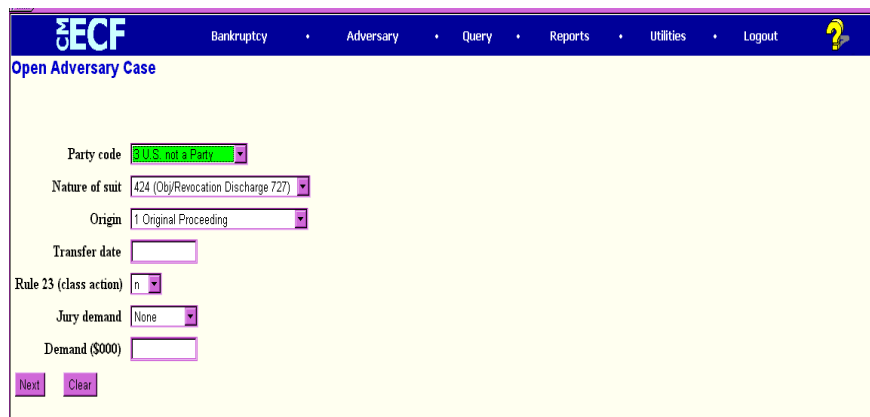


Figure 10

STEP 12 The **Add Associated Case** screen displays

- Type in the case number of the BK case and Click **NEXT**
(See Figure 11)



Figure 11

STEP 13

The **Select the pdf document** screen displays.

- Select the **.pdf** file to associate with this event. For more detailed information about creating and attaching .pdf files, see Section 4.
- Click the **Next** button.
(See Figure 12)



The screenshot shows the 'Open Adversary Case' screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'Open Adversary Case'. The main content area has a yellow background. It contains the instruction 'Select the pdf document (for example: CM199cv501-21.pdf)'. Below this is a 'Filename' label and a text input field. To the right of the input field is a 'Browse...' button. Below the input field is a label 'Attachments to Document:' followed by radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 12

STEP 14

The **Enter a Receipt Number** screen displays.

- Enter **O** for receipt number and **0.00** for fee amount
- Click **Next** button
(See Figure 13)



The screenshot shows the 'Enter a Receipt Number' screen. It has the same blue navigation bar as Figure 12. Below the navigation bar, the page title is 'Open Adversary Case'. The main content area has a yellow background. It contains the instruction 'COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.' Below this is a line of text: 'Please Enter: A Receipt Number or CC for Credit Card or O for Other Payment.' Below this line are two input fields: 'Receipt #' with the value 'O' and 'Fee: \$' with the value '0.00'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 13

STEP 15

The **Modify Docket Text** screen displays.

- If you need to add some additional docket text, you may use the open text box.
- Click the **Next** button to continue.

(See Figure 14)

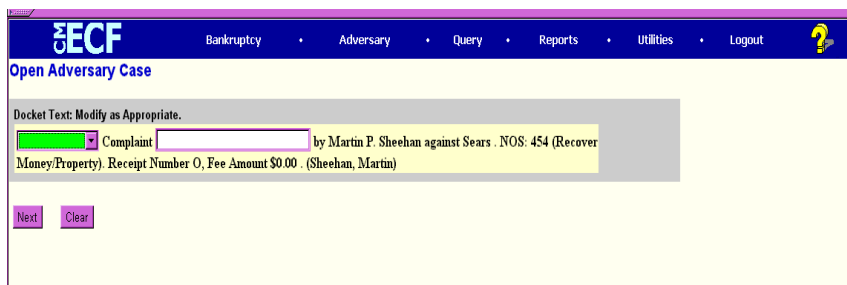
The screenshot shows the 'Open Adversary Case' page. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'Open Adversary Case'. The main content area has a light yellow background. A grey box contains the text 'Docket Text: Modify as Appropriate.' followed by a green dropdown menu showing 'Complaint', a text input field containing 'by Martin P. Sheehan against Sears . NOS: 454 (Recover Money/Property). Receipt Number 0, Fee Amount \$0.00 . (Sheehan, Martin)', and a 'Next' button. Below the grey box, there are 'Next' and 'Clear' buttons.

Figure 14

STEP 16

The **Final Docket Text** screen displays

- This is your **Last** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
- If the docket text is incorrect, click on your browser's **back** button to find the screen that needs to be modified.
- To **abort or restart** the transaction, click on the **Bankruptcy menu** on the Main Menu Bar.
- Click the **Next** button if correct.

(See Figure 15)

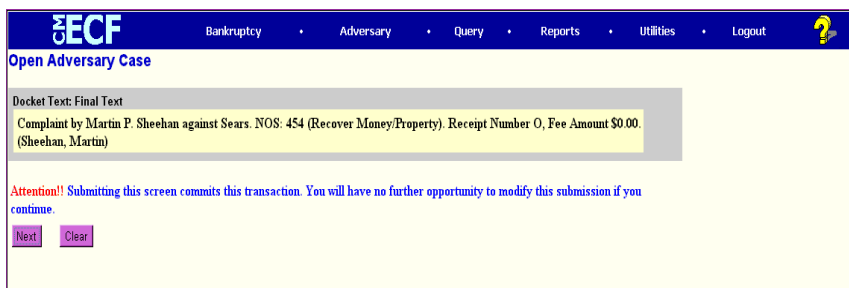
The screenshot shows the 'Open Adversary Case' page. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'Open Adversary Case'. The main content area has a light yellow background. A grey box contains the text 'Docket Text: Final Text' followed by a text input field containing 'Complaint by Martin P. Sheehan against Sears . NOS: 454 (Recover Money/Property). Receipt Number 0, Fee Amount \$0.00 . (Sheehan, Martin)'. Below the grey box, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' and 'Next' and 'Clear' buttons.

Figure 15

STEP 17 The Notice of Electronic Filing displays.
(See Figure 16)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

Notice of Electronic Filing

The following transaction was received from Sheehan, Martin entered on 8/7/2003 at 2:00 PM EDT and filed on 8/7/2003

Case Name: Sheehan v. Sears
Case Number: [1:03-ap-00049](#)
Document Number: [1](#)
Case Name: Robert W. Siburt
Case Number: [5:02-00011](#)
Document Number: [128](#)

Docket Text:
Complaint by Martin P. Sheehan against Sears. NOS: 454 (Recover Money/Property). Receipt Number O, Fee Amount \$0.00. (Sheehan, Martin)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\WINDOWS\Desktop\Proposed Order 02-11.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=988911880 [Date=8/7/2003] [FileNumber=9689-0] [5fa9c4f37d40259b2cbae655553e179cf02003651ccb07a129de5f2208c164cb71e42d00eae1661ed2c090e7662da76f56e9b45b4bffe0b970e3ce08937abcd]]

Document description: Main Document
Original filename: C:\WINDOWS\Desktop\Proposed Order 02-11.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=988911880 [Date=8/7/2003] [FileNumber=9690-0] [7e5c86b12f5a866292f0b40c9db61ac53be119b7721d9c864061c0157aeac0ace19e4ac7e60f12d4792b42d1dc86d7631c5442da97a0c297a19cf93b41db7c18]]

1:03-ap-00049 Notice will be electronically mailed to:

Figure 16

CM/ECF Glossary

Adobe Acrobat

Application used almost universally to create and view "PDF" documents. "Adobe" created the "PDF" format.

Attachment

An additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.

Automatic E-mail Notification

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Netscape Navigator version 4.7x and Internet Explorer 5.0 and 5.5 are the only browsers tested for CM/ECF.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

CBT

A CBT (computer-based training) is an on-line learning application accessed over a local area network (LAN) or from a CD. When a CBT is accessed over the Web, it is referred to as web-based training or a WBT.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM/ECF

Case Management/Electronic Case Files is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP and NIBS with "next generation" case management capabilities. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM/ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext (HTML) Link

A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

MR

An MR, or software modification request, is the formal method used in the courts by users to ask for changes in the program. Changes can be either enhancements or the discovery of a functional program error.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. Each document is secured with a unique encrypted key. All documents in CM/ECF must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can choose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address.

The URLs for West Virginia Northern Bankruptcy Court systems are:

Live database: **<http://ecf.wvnb.uscourts.gov>**

Training Database: **<http://ecf-train.wvnb.uscourts.gov>**

TRUSTEE EVENT LIST

BANKRUPTCY EVENTS:

Answer/Response
Appeal
Claim Actions
Creditor Maintenance
File Claims
Motions/Applications
Multi-Case Docketing
Notices
Open a BK Case
Miscellaneous
Plan
Trustee/US Trustee
Trustee's 341 Filings

Answer/Response

Reference An Existing Motion/Application

Amended Answer
Objection
Reply
Response

Other Answers

Involuntary Answer

Appeal

Addendum to Record on Appeal
Appellant Designation
Appellee Designation
Cross Appeal
Notice of Appeal
Order Docketing Record on Appeal
Request for Transcript re: Appeal
Statement of Issues on Appeal
Transcript Re: Appeal

Claims Actions

- Assignment/Transfer of Claim
- Objection to Claim
- Objection to Transfer of Claim
- Withdrawal of Claim

Creditor Maintenance

- Upload a creditor matrix file

File Claims

Motions/Applications

- Abandon
- Accounting
- Adequate Protection
- Administrative Expenses
- Allow Claim
- Allow Filing of Late Claim
- Allow Payment Arrearages
- Amend
- Amended Application
- Amended Motion
- Appear Pro Hac Vice
- Appear by Telephone
- Appoint Creditors Committee
- Appoint Trustee
- Approval of Reaffirmation Agreement
- Assume/Reject
- Avoid Household Goods Lien
- Avoid Judicial Lien
- Borrow
- Change Venue
- Compel
- Compensation
- Compromise
- Consolidate
- Contempt
- Continue/Reschedule Hearing
- Continue/Reschedule Meeting of Creditors
- Convert Case to Chapter 11
- Convert Case to Chapter 12
- Convert Case to Chapter 13

Convert Case to Chapter 7
Corrective Order
Deconsolidate Cases
Delay Closing of Case
Delay Discharge of Case
Deposit Funds into Court Registry
Deposit Unclaimed Funds
Determine Tax Liability
Discharge
Discharge (Hardship)
Dismiss Case
Dismiss Party
Dismiss/Withdraw Document
Employ
Employ and Compensate Officers
Enforce
Ex Parte Relief
Examination (Rule 2004)
Expedite Hearing
Extend Exclusivity Period
Extend/Shorten Time
Final Decree
Interim Order
Join
Joint Administration
Leave to Appeal
Lift Automatic Stay
Lift Co-Debtor Stay
Limit Notice
Limited Admissions
Miscellaneous Relief
Modify
Modify Confirmed Plan
Moratorium of Plan Payments
More Definite Statement
Pay Creditors
Pay Direct To Trustee
Pay Filing Fee in Installments
Pay Taxes
Pay Unclaimed Dividends
Preliminary Injunction
Prohibit Use Cash Collateral
Protective Order
Quash
Reclassify Claims

Reconsider
Recusal
Redeem
Reinstate Case
Reinstate Document
Remand
Reopen Case
Resume Monthly Statements
Sanctions
Sell Free and Clear of Liens
Set Deadline to File Proofs of Claim
Set Hearing (Document)
Set Status Conference
Sever Chapter 11 Case
Sever Chapter 12 Case
Sever Chapter 7/13 Case
Show Cause
Stay
Stay Pending Appeal
Strike Document
Substitute Attorney
Substitute Party
Temporary Restraining Order
Transfer Case to Another District
Use Cash Collateral
Vacate Discharge
Vacate Order
Value Property
Waive Appearance
Withdraw as Attorney
Withdraw Reference

Multi-Case Docketing - (Do Not Use - Not available)

Notices

Abandonment
Amended Notice of Motion
Appeal
Appearance and Request for Service
Debtor(s) Notice of Conversion to Chapter 7
Default
Meeting of Creditors Continued/Reschedules (Ch. 7/11)
Motion/Application

Notice (Generic)
Notice of Change of Address
Possible Exemption
Substituting Attorney
Voluntary Dismissal
Withdrawing Claim
Withdrawing Document

Open a BK Case

Miscellaneous

20 Largest Unsecured Creditors
Addendum
Affidavit
Amended Certificate of Service
Amended Conversion Schedules
Amended Schedules/Statements
Amended Voluntary Petition
Certificate of Service
Chapter11 Ballots
Creditor Matrix
Creditor Matrix (Amended)
Creditor Request for Notices
Declaration
Disclosure of Compensation of Attorney for Debtor
Document
Document (Amended)
Equity Security Holders
Exhibit/Witness List
FRCP Disclosure Report
Interrogatories
Involuntary Petition (Chapter 11)
Involuntary Petition (Chapter 7)
Memorandum in Opposition
Memorandum in Support
Objection to Exemptions
Operating Report
Party's Certificate of Mailing
Praecipe
Proof of Subpoena Served
Proposed Order
Reaffirmation Agreement
Redemption Agreement

Report (Generic)
Request for Admissions
Request for Entry of Order of Instruction Regarding Wages
Request for Hearing
Request for Production of Documents
Response to Order of Deficiency
Schedules/Statements
Section 304 Petition
Statement of Financial Affairs
Statement of Intent
Stipulation
Subpoena to Witness
Suggestion
Summary of Schedules
Transcript of Deposition
Transcript of Hearing
Transcript of Rule 2004 Exam
Transcript of Trial

Plan:

Amended Chapter 11 Plan
Amended Chapter 13 Plan
Amended Disclosure Statement
Chapter 11 Plan
Chapter 12 Plan
Chapter 13 Plan
Chapter 9 Plan
Disclosure Statement
Objection to Chapter 13 Plan Motion
Objection to Confirmation of Plan

Trustee/USTrustee:

Abandonment
Appointing Successor Trustee
Appointing Trustee
Appointment of Creditors' Committee
Bond
Chapter 12 Trustee's Final Report and Account
Chapter 13 Plan Recommendation
Chapter 13 Trustee's Final Report and Account
Chapter 13 Trustee's Report of Completion of Plan
Chapter 13 Trustee's Report of Converted/Dismissed Case
Chapter 7 Trustee's Final Account and Motion to Close Case

Chapter 7 Trustee's Final Report and Proposed Distribution
Chapter 7 Trustee's Initial Report
Chapter 7 Trustee's Report of Assets
Chapter 7 Trustee's Report of Assets Withdrawn
Chapter 7 Trustee's Report of No Distribution (Image Required)
Chapter 7 Trustee's Report of No Distribution (No Image)
Chapter 7 Trustee's Report of No Distribution Withdrawn
Chapter 7 Trustee's Zero Bank Statement
Claim Recommendation
Inability to Appoint Creditors' Committee
Meeting of Creditors Continued/Rescheduled (Ch. 7/11)
Meeting of Creditors Held
Meeting of Creditors Not Held
Notice of Intent to Sell
Report of Sale
Request for Verification of Objections
Request for Accounting of Clerk's Fees
Request to Defer Payment
Resignation of Appointment
Substitution of Interim Trustee

Trustee's 341 Filings

ADVERSARY EVENTS:

Open Adversary Proceeding

Answers

Appeal

Complaint & Summons (Use only AFTER Adversary Proceeding is Opened)

Miscellaneous

Motions

Notices

OPEN ADVERSARY PROCEEDING

ANSWERS

Motion/Application

Amended Answer

Objection

Reply

Response

Complaint, 3d, cross, counter

APPEAL

Addendum to Record on Appeal

Appellant Designation

Appellee Designation

Cross Appeal

Notice of Appeal

Order Docketing Record on Appeal

Request for Transcript re: Appeal

Statement of Issues on Appeal

Transcript Re: Appeal

COMPLAINT/SUMMONS

Amended Complaint

Complaint

Counterclaim

Crossclaim

Notice of Removal

Registration of Foreign Judgment

Rule 7001 AP

Summons Service Executed

Summons Service Unexecuted

Third-Party Complaint

MISCELLANEOUS

20 Largest Unsecured Creditors
Addendum
Affidavit
Amended Certificate of Service
Amended Conversion Schedules
Amended Schedules/Statements
Amended Voluntary Petition
Certificate of Service
Chapter 11 Ballots
Creditor Matrix
Creditor Matrix (Amended)
Creditor Request for Notices
Declaration
Disclosure of Compensation of Attorney for Debtor
Document
Document (Amended)
Equity Security Holders
Exhibit/Witness List
FRCP Disclosure Report
Interrogatories
Involuntary Petition (Chapter 11)
Involuntary Petition (Chapter 7)
Memorandum in Opposition
Memorandum in Support
Objection to Exemptions
Operating Report
Party's Certificate of Mailing
Praecipe
Proof of Subpoena Served
Proposed Order
Reaffirmation Agreement
Redemption Agreement
Report (Generic)
Request for Admissions
Request for Entry of Order of Instruction Regarding Wages
Request for Hearing
Request for Production of Documents
Response to Order of Deficiency
Schedules/Statements
Section 304 Petition
Statement of Financial Affairs
Statement of Intent
Stipulation
Subpoena to Witness

Suggestion
Summary of Schedules
Transcript of Deposition
Transcript of Hearing
Transcript of Rule 2004 Exam
Transcript of Trial

MOTIONS

Amend
Amended Application
Amended Motion
Appear Pro Hac Vice
Appear by Telephone
Change Venue
Compel
Compromise
Consolidate
Consolidate for Trial
Contemp
Continue/Reschedule Hearing
Deconsolidate Cases
Default Judgment
Defer Filing Fee
Dismiss Adversary Proceeding
Dismiss Party
Dismiss/Withdraw Document
Enforce
Expedite Hearing
Extend/Shorten Time
Intervene
Joint Administration
Jury Trial
Leave to Appeal
Miscellaneous Relief
More Definite Statement
Preliminary Injunction
Protective Order
Quash
Reconsider
Recusal
Reinstate Case
Remand
Reopen Adversary
Sanctions
Set Hearing (Document)

Set Status Conference
Show Cause
Stay
Stay Pending Appeal
Substitute Attorney
Summary Judgment
Transfer Adversary Proceeding to Another District
Withdraw As Attorney
Withdraw Reference

NOTICES

Appearance and Request for Service
Notice of Stipulated Dismissal in an Adversary Proceeding
Notice to Take Deposition